

# MINUTES

## Stokes Brown Public Library Board Minutes

*Date* January 10th, 2020 | *Meeting called to order by* Corinne Balthrop

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### In Attendance

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Present: Board Members- Corinne Balthrop, Chris Causey, Paul Nutting, Tim Harris, Sharon Hargraves, Jane Ligon, Bill Moore, and Susan Marks.

Others: Cecilie Maynor (Red River Regional Library), Steve Pierson (Accountant, Acting Treasurer), Billy Vogle (County Mayor), Gina Holt (City of Springfield, Manager), Michelle Adcock (Interim Director, SBPL), Pat Bellar (Assistant Director, SBPL), Callie Vaden (Young Adult Librarian, SBPL), Rose Wooten (Programming Coordinator, SBPL).

Corinne Balthrop called the meeting to order. With eight (8) board members present, there is a quorum according to the by-laws.

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### Approval of Minutes

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The minutes from the November 15th meeting were presented.

**The motion was made (Sharon Hargraves) and seconded (Susan Marks) to accept the minutes of the November 15<sup>th</sup> meeting. The motion carried.**

**The motion was made (Tim Harris) and seconded (Sharon Hargraves) to accept the minutes of the September 23<sup>rd</sup>-24<sup>th</sup> e-vote. The motion carried.**

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### Special Report- Gina Holt – City of Springfield

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The City of Springfield taking on the library's employees fully is not possible because of the way the library is structured.

The possibility of the library employees being added to the city's retirement plan (TCRS) has also been explored by the city, but it will not be possible either.

Gina Holt that it is possible for the library employees to be added under the city's health insurance plan. In order to switch the employees to the city's insurance plan the library would have to give 2 months' notice that they are quitting the current plan. The full time employees would be the only ones eligible, and they would need to undergo physicals to be added to the plan. They would be eligible for the same 2 plans with 3 tiers as the city employees. There may be a lapse of insurance for the employees if the library plan ends before the city's waiting period is over. This will be looked into. Gina will send the costs of insurance to Michelle who will then pass the numbers on to the board so that a decision can be reached as to whether it will be worth doing.

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## Treasurer Report

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The December bank statements have not arrived so the financials are in draft form. We have a healthy balance. The spending has outpaced income, but this is ok. Payroll and benefits are the biggest prospects for reallocation. Michelle will forward on the final financial statement once it is ready, and the board can approve it via e-vote.

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## Regional Director's Report

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Cecilie presented the Regional Director's report.

She announced that Portland and Hendersonville have both appointed new directors.

She made the board aware of the Lib Guides that the Red River Regional Library has on the internet. This is a good source for information on topics, like policy, that the board may have questions about.

The Census has been in touch with the library system. There may be self-service kiosks in libraries.

Several upcoming in-services were announced. Data Day will be all day webinars on Jan 29<sup>th</sup>.

Cecilie offered more details on the standards report that went out to the board. The standards are based on the size of the library. As a level 5 we are held to the highest standards. She highlighted that it is to be used as a self-evaluation tool not as a punishment. The goals should be reflection and growth. She mentioned creating the policies that are lacking or doing the image evaluation would be good to work on. Michelle and Mark have already added the minutes to the website.

The trustee workshop will be skipped next year due to the moving of the State Library and Archives during that time. They are seeking feedback from trustees about how to make the time and location more convenient.

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## Interim Director's Report

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Michelle presented a printed Interim Directors report along with the circulation numbers for November and December.

She reported on information folders for the city and the county elected officials. The final cost for printing and supplies for the project were well below the amount donated by board members for that purpose. Paul has delivered the folders to the city and county to be handed out at their next meetings. The board thanked Paul for overseeing this initiative.

Michelle presented the projected closure dates for 2020 for information purposes. Some of these will require a vote later as noted on the sheet.

Michelle noted that the library staff is set to begin enforcing the existing age policy for the use of the teen room on Jan 21<sup>st</sup>.

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## Director Search Committee

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Corinne reported on the committee's progress.

There are 9 applicants. They each will be contacted via phone by two members of the search committee. They are ranking the applicants on a 5-point scale. This will be used to narrow the field to 4 or 5 finalists. The board as a whole will interview the finalists. Anyone who cannot make it to the scheduled interviews will need to vote by proxy.

The second week of February was selected for the interviews. Chris Causey offered to set up the dates in doodle once he is given specific dates and times. The board members will then vote in doodle on which will work best for them. The dates with the most votes will be selected.

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## Old Business

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The Tuition Reimbursement program guidelines were brought forward for further discussion. Copies of the employee handbook pages dealing with the program and the request form that SBPL employees submit were given to all board members present. The tuition reimbursement programs of Milwaukee County and Roanoke Public Library were also handed out as examples.

**The motion was made (Chris Causey) and seconded (Tim Harris) to table the issue until the next meeting so that board members have time to review the information presented. The motion carried.**

**The motion was made (Paul Nutting) and seconded (Sharon Hargraves) to use the surplus at the end of this fiscal year to cover those that are in the program. The motion carried.**

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## New Business

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There was no new business.

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## Adjournment

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**The motion was made (Paul Nutting) and seconded (Susan Marks) that the meeting adjourn. The motion carried.**

## **E-mail Vote – February 6<sup>th</sup> & 12<sup>th</sup>**

Tim Harris made and Susan Marks seconded a motion "That the library expends the funds that were awarded in the technology grant for a total expense of at least \$3,098 with an upper limit of \$3,200."

**Motion carried 8-0**

### **Votes**

Tim Harris	Yes	2/6 at 3:36 pm
Bill Moore	Yes	2/6 at 4:27 pm
Susan Marks	Yes	2/6 at 4:32 pm
Bill Moore	Yes	2/6 at 5:14 pm
Paul Nutting	Yes	2/6 at 6:12 pm
Chris Causey	Yes	2/6 at 9:14 pm
Karen Shoemaker	Yes	2/7 at 10:18 am
Corinne Balthrop	Yes	2/7 at 4:23 pm
Jane Ligon	Yes	2/12 at 10:31 pm