

# MINUTES

## Stokes Brown Public Library Board Minutes

*Date* March 13th, 2020 | *Meeting called to order by* Corinne Balthrop

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### In Attendance

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Present: Board Members- Corinne Balthrop, Paul Nutting, Jane Ligon, and Bill Moore.

Others: Cecilie Maynor (Red River Regional Library), Steve Pierson (Accountant, Acting Treasurer), Gina Holt (City of Springfield, Manager), Michelle Adcock (Interim Director, SBPL), Pat Bellar (Assistant Director, SBPL)

Corinne Balthrop called the meeting to order. With four (4) 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 January 10th meeting were presented.

**The motion was made (Bill Moore) and seconded (Jane Ligon) to accept the minutes of the January 10th meeting. The motion carried.**

The minutes of the e-vote from Feb. 6<sup>th</sup>-12<sup>th</sup> were presented.

**The motion was made (Jane Ligon) and seconded (Bill Moore) to accept the minutes of the Feb. 6<sup>th</sup>-12<sup>th</sup> e-vote. The motion carried.**

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### Treasurer Report

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The Financial Statements dated Nov. 30<sup>th</sup>- Dec. 31<sup>st</sup> and Jan. 31<sup>st</sup>-Feb. 29<sup>th</sup> were presented. We are in a good position. There is a good bit of money left to spend. There will be more line items to redo in late April or May. Steve was asked for his opinions on the budget for FY 2020-2021. There was some discussion at this point of changes to the new budget.

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### Regional Director's Report

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Cecilie presented the Regional Director's report.

She mentioned that the spending of state and federal funds for books and media is winding down.

She discussed the Coronavirus planning. The region is encouraging individual libraries to develop plans that work for them. Some examples of planning may include things such as: extending check out times, promoting the use of library wi-fi from outside the building, and being more active on social media. A decision will be reached later today about cancelling the scheduled training in Clarksville on Tuesday. There is an in-service scheduled for April on the Tech. Standards.

She announced that Sally Ream has been named the new director at Portland.

Cecilie discussed the importance of trustee certification. Three people on this board have not completed the certification. She reminded that completion by May is ideal so that it will reflect in a larger Tech. Grant.

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## Director's Report

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Michelle presented a printed Director's report along with the circulation numbers for January and February. She mentioned that the numbers may be lower than normal next month if the library has to close due to illness.

There was some discussion about how the library could help with publicizing the Census in Robertson County. They may come set up a booth with their own Census workers.

Gina Holt was present and discussed the plans of the city in response to the Coronavirus.

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## Old Business

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The Tuition Reimbursement program guidelines were brought forward for further discussion. The possibility of moving the program into the regular budget within the training line item and/or placing a cap on the amount was introduced. The idea of simplifying the way the grades are tied to the reimbursement was also discussed. Paul will look into the drafting further guidelines.

The budget for fiscal year 20-21 was brought forward. This budget includes no request for additional funds from the city/ county. There are some adjustments to the line items for certain expenditures. The budget is due to the city on April 24<sup>th</sup>.

**The motion was made and seconded to approve the draft budget as presented. The motion carried.**

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## New Business

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Concerns were recently expressed by patrons about the unattended adult policy. This policy prohibits adults from using the teen and children's areas unless accompanied by a minor. It was suggested to add the following wording to the unattended adult policy. "Exceptions to this policy may be made by library administration for programming sponsored by the library. The days and times of adult inclusive programming will be posted at the entrances to the youth services area in advance."

**The motion was made (Bill Moore) and seconded (Jane Ligon) to make the suggested changes to the Unattended Adult Policy. The motion carried.**

The quote for Officers and Governors insurance that was supplied by the city was discussed. There were several questions and Michelle will find out further details before the issue is put to a vote.

Several possibilities with the employee health insurance were discussed. The city and the county are both willing to consider adding the library employees to their plan. We can also continue on with the plan that we have.

**The motion was made (Paul Nutting) and seconded (Bill Moore) to make a formal request to the county to include the library employee's health insurance under the county's health insurance plan and give the director power to act. The motion carried.**

The continuation of retiree health insurance if we maintain our current plan was discussed.

The reallocations within the existing budget were discussed.

**The motion was made (Paul Nutting) and seconded (Bill Moore) to amend the existing 2020 budget by adding \$14,435.81 in the budgeted amount for "other income-other" and adding the same amount to the budgeted amount for "total equipment & capital expenditures". The motion carried.**

Based on the financial statements for December a list of budget reallocations was proposed.

**The motion was made (Bill Moore) and seconded (Jane Ligon) to reallocate funds in the existing budget as follows:**

**Move \$113.16 from program fees to summer reading program fees.**

**Move \$1,157.08 from staff development-other to maintenance and repair**

**Move \$2.70 from advertising to taxes**

**Move \$504.08 from utilities to telephone/internet**

**Move \$831.60 from supplies to periodicals**

**The motion carried.**

The library received the TOP grant.

**The motion was made (Paul Nutting) and seconded (Bill Moore) to expend the TOP Grant and accept reimbursement and to make the changes to the budget to reflect these expenses. The motion carried.**

Staff development was discussed for the month of April.

**The motion was made (Paul Nutting) and seconded (Jane Ligon) that the library close on a day chosen by the director in April to allow for staff training. The motion carried.**

Michelle presented a pandemic plan for the possible Coronavirus pandemic.

**The motion was made (Paul Nutting) and seconded (Bill Moore?) to accept the plan as presented with minor changes and with further common sense changes to be made as needed. A final plan will be ratified at the next meeting. The motion carried.**

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## Adjournment

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**The motion was made (Jane Ligon) and seconded (Bill Moore) that the meeting adjourn. The motion carried.**

Thursday, Feb 14<sup>th</sup>, 2020.

Special Called Meeting of the Stokes Brown Public Library Board of Directors

The motion was made (Susan Marks) and seconded (Tim Harris) To permanently appoint Michelle Adcock to the position of Library Director at a beginning salary of \$55,000.00 annually. The motion passed.

E-votes:

March 22<sup>nd</sup> & 23<sup>rd</sup>

The motion was made (Tim Harris) and seconded (Susan Marks) "Due to increasing illness our library will suspend all operations at the close of business on Monday, March 23, until March 31. This policy may be reviewed at the end of March for further action. The staff will be sent home with full pay at this time.

Tim Harris	yes	3/22/20 5:55 pm
Susan Marks	yes	3/22/20 6:22 pm
Chris Causey	yes	3/22/20 7:20 pm
Bill Moore	yes	3/23/20 7:17 am
Paul Nutting	yes	3/23/20 8:54 am

Corinne Balthrop (no vote received)

Jane Ligon (no vote received)

Karen Shoemaker (no vote received)

Sharon Hargraves (no vote received)

March 30<sup>th</sup>

The motion was made (Paul Nutting) and seconded (Tim Harris) "In accordance with the mandate of the City of Springfield and Robertson County, I move that the Stokes Brown Public Library remain closed until the end of April."

Paul Nutting	yes	3/30/20	6:51 pm
Tim Harris	yes	3/30/20	6:52 pm
Susan Marks	yes	3/30/20	6:53 pm
Chris Causey	yes	3/30/20	6:59pm
Bill Moore	yes	3/30/20	7:15 pm
Sharon Hargraves	yes	3/30/20	7:29 pm

Corinne Balthrop (no vote received)

Jane Ligon (no vote received)

**Karen Shoemaker (no vote received)**

**April 26<sup>th</sup>-27<sup>th</sup>**

**The motion was made (Tim Harris) and seconded (Sharon Hargraves) "The library director or assistant director may recall staff as needed, for all or part of their regular hours, beginning May 1<sup>st</sup> and going through May 9<sup>th</sup>. Those that are not recalled at this time will remain on fully paid administrative leave until they are needed by administration or until close of business May 9<sup>th</sup>.**

<b>Tim Harris</b>	<b>yes</b>	<b>4/26/20</b>	<b>4:07pm</b>
<b>Sharon Hargraves</b>	<b>yes</b>	<b>4/26/20</b>	<b>4:11 pm</b>
<b>Susan Marks</b>	<b>yes</b>	<b>4/26/20</b>	<b>4:17 pm</b>
<b>Paul Nutting</b>	<b>yes</b>	<b>4/26/20</b>	<b>5:02 pm</b>
<b>Chris Causey</b>	<b>yes</b>	<b>4/26/20</b>	<b>5:26 pm</b>
<b>Corinne Balthrop</b>	<b>yes</b>	<b>4/26/20</b>	<b>7:00 pm</b>
<b>Bill Moore</b>	<b>yes</b>	<b>4/27/20</b>	<b>4:38 am</b>

**Jane Ligon (no vote received)**

**Karen Shoemaker (no vote received)**