

# MINUTES

## Stokes Brown Public Library Board Minutes

*Date* September 11th, 2020 | *Meeting called to order by* Corinne Balthrop

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### In Attendance

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Present: Board Members- Corinne Balthrop, Tim Harris, Paul Nutting, Sharon Hargraves, Harold Barbee, Margaret Ann Williams, and Chris Causey (via Zoom, entered while meeting in progress).

Others: Cecilie Maynor (Red River Regional Library), Steve Pierson (via Zoom) (Pierson CPA) Michelle Adcock (SBPL), Pat Bellar (SBPL), Rose Wooten (SBPL), and Mark Wilson (SBPL)

Corinne Balthrop called the meeting to order. A quorum was present according to the by-laws.

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### Determination

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The motion was made (Tim Harris) and seconded (Sharon Hargraves) that "this board determines that meeting electronically is necessary to protect public health, safety, and welfare in light of coronavirus". The motion carried (votes as follows).

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes

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### Approval of Minutes

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The motion was made (Paul Nutting) and seconded (Tim Harris) to accept the minutes of the July 10th meeting as presented. The motion carried (votes as follows).

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes

The motion was made (Tim Harris) and seconded (Paul Nutting) to accept the minutes of the July 31st e-vote as presented. The motion carried (votes as follows).

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes

Causey            yes

**The motion was made (Tim Harris) and seconded (Chris Causey) to accept the minutes of the August 20th e-vote as presented. The motion carried (votes as follows).**

Barbee            yes  
Harris            yes  
Hargraves        yes  
Williams          yes  
Nutting           yes  
Causey            yes

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### Treasurer Report

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The Financial Statements July 31-August 31 were presented by Steve Pierson. There may be some changes, especially to liabilities, once the audit is finished. Our balance is healthy and slightly above the FDIC limit. We were over budget for these two months, but that should rectify itself over the course of the year. Audit is in progress. The difficulty of moving money to a new account due to the discrepancy between the library name and the EIN was discussed. Steve will discuss possible solutions with the auditor.

**The motion was made (Tim Harris) and seconded (Sharon Hargraves) to accept the financial statement as presented. The motion carried (votes as follows).**

Barbee            yes  
Harris            yes  
Hargraves        yes  
Williams          yes  
Nutting           yes  
Causey            abstain

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### Regional Director's Report

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Cecilie presented the Regional Director's report.

An executive order has been sent out regarding virtual meetings. It will extend until the end of October. The state library's attorney advises against e-votes. It is not covered under the open meetings act. The city or county attorney could provide further guidance. MTAS is offering leadership training for libraries this fall. The salary survey is now available. Cecilie will send it to the board members via e-mail. It is an overview of the salary of library workers. The public library survey is open. The allocation for first quarter has been sent out. This library received \$3,785 for the first quarter. The MOE is due at the end of October. Cecilie would like to set up a trustee orientation for the new board members, it may be a Web Ex. There will be a public relations training at the region on Oct. 6<sup>th</sup>.

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### Director's Report

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Michelle presented a printed Director's report along with the circulation numbers for July and August.

She pointed out the summer reading numbers by school in the July report. We had 250 people who participated in summer reading program by turning in logs. Socially distanced story time has resumed. Many members of staff have been working to create take home story time kits for both kids and adults. All numbers remain down from the same time last year. This is because of the pandemic. We are using a portion of the community room for additional study rooms since study rooms are seeing increased usage during the pandemic.

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## Old Business

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Raises for the library staff were discussed. It includes 1.7% across the board with two exceptions. The director position will not have a raise, and an employee whose job title and duties expanded during the past year will be given .10/hour extra as outlined in the handout. These raises are being based on what was able to be moved into the salaries line item from other places in the budget. The suggestion was made that once everyone on the board is able to meet in person once again that the board have a special meeting to look into the issue of salaries and pay scales for the staff.

**The motion was made (Tim Harris) and seconded (Sharon Hargraves) to issue budgeted raises as outlined and make them retroactive to July 1, 2020. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

The tabled motion from June 19<sup>th</sup> will remain on the table until more information is available from TCRS.

Paul presented the proposed new guidelines for tuition reimbursement. It will assist with up to 50%. The amount of reimbursement will not vary according to the grade received. This will assist with budgeting. The required proof and most other items stay the same. Paul suggests that the reimbursement be based on a 3 hour course. The board could approve additional hours for longer courses on an individual basis if it was an essential area for the library. Employees interested in participating in the program would need to submit paperwork before the budget is written so that the expense can be planned appropriately.

**The motion was made (Tim Harris) and seconded (Harold Barbee) to approve the changes to the employee tuition reimbursement plan as presented. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

The other board members thanked Paul for his hard work on the reimbursement plan.

The Library has received a total of \$6,060 for this year's Tech grant. \$3,030 of this will be reimbursed from the State of Tennessee the other half will be reimbursed by the Foundation. This money will be spent on laptops, pro-books, a document camera, and other similar items.

**The motion was made (Tim Harris) and seconded (Chris Causey) to approve the expenditure of the Tech Grant funds. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

The paperwork for the CARES grant has not been completed, but it will be \$1,010. Much of that money has already been spent on needed COVID supplies. The grant will be retroactive. The additional \$250 in videoconferencing may come up at the next board meeting.

The Brown Foundation has granted the Library Foundation \$18,520.51. This money will be used for PPE and computer lab upgrades.

**The motion was made (Sharon Hargraves) and seconded (Paul Nutting) to expend the funds as granted in the Brown foundation grant. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

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## New Business

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The need to include a Title VI statement to the patron policies and employee handbook was discussed.

**The motion was made (Tim Harris) and seconded (Paul Nutting) to approve the Title VI policy. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

Teacher card policies were presented for discussion. We lost a few books in the spring when schools shut down suddenly. On the whole teachers are good about returning but there are a few each year who lose a few books. Notifying school administration or the school media and material center when there are significant issues with non-return of items was discussed. The possibility of reimbursement by the school system in the case of students losing items that are checked out by teachers was also discussed.

**The motion was made (Tim Harris) and seconded (Chris Causey) to amend the policy to add that the library administration has the ability to discuss teacher accounts with appropriate people in school administration or the school system media & materials center as needed. The motion carried (votes as follows).**

Barbee	yes
Harris	yes
Hargraves	yes
Williams	yes
Nutting	yes
Causey	yes

**The motion was made (Sharon Hargraves) and seconded (Tim Harris) to approve the amended teacher card policy. The motion carried (votes as follows).**

Barbee	yes
Nutting	yes
Williams	yes
Harris	yes
Hargraves	yes
Causey	yes

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## Adjournment

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Cecilie answered questions about the frequency and timing of board meetings. The bi-monthly status is established by the library standards. Day times meetings are not typical outside our region. These can be difficult for board members who work.

**The motion was made (Paul Nutting) and seconded (Tim Harris) that the meeting adjourn. The motion carried (votes as follows).**

Barbee	yes
Nutting	yes
Williams	yes
Harris	yes
Hargraves	yes
Causey	yes

