

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, March 21, 2022**

MEMBERS PRESENT:

Janita Baucum	Phil King
Tim Bowling	Susan McGannon
Lauren Brandon	Sylvanye “Sam” Roh
Madelyn Scales Harris	Steve Sullivan
Rollie Holden, Jr.	Lisa Trail
Lynette Ingram	Chris West

MEMBERS ABSENT:

Dr. Frank Lambert

OTHERS PRESENT:

Rita Shacklett, Director, RCLS
Carol Ghattas, Branch Manager, Linebaugh
Ginger Graves, Branch Manager, Smyrna Public Library
Mindy Barrett, Branch Supervisor, MGL Library
Donna Jordon, Branch Supervisor, Eagleville
Kate Huddleston, Director, Stones River Regional Library
Cindy Matthews, Asst. Director, Stones River Regional Library
Elsa Britt, Recorder
Garrett Crowell, Library Circulation Manager, Linebaugh
Trey Gwinn, Technology & Outreach Coordinator, RCLS
Douglas Roh - Public

OTHERS ABSENT:

Kathleen Tyree, Branch Manager, TEC Library
Bearl Beasley, President, Friends of Linebaugh Library
Theresa Pickett, President, Friends of Smyrna Library
Beth Wheeler, President, Friends of Eagleville Library

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CALL TO ORDER:

The regular meeting of the Board of Directors of the Rutherford County Library System was called to order by Mr. Holden, Chair, on Monday, March 21, 2022, at 5:00 p.m. at MGL Public Library. The Board was pleased to welcome back Ms. Scales Harris from a long absence due to an illness.

WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY): None.

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on February 7, 2022, were presented for approval. There being no corrections, additions, and/or changes Mr. West made a motion to approve the minutes as presented. Ms. Roh seconded. Motion carried.

CONSENT AGENDA: In the packet were revisions to PM-301, PM-302, PM-303, and PM-305. Ms. McGannon made a motion to approve the revisions as presented. Ms. Scales Harris seconded. Motion carried.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented and made a motion to accept the financial reports ending February 28, 2022. Ms. Ingram seconded. Motion carried.

Personnel Committee: Mr. West presented the Chapter 2 of the Human Resources Policy Manual, which deals mainly with benefits, how those things were described from Sick Leave to Family Medical Leave, and others that were more payroll oriented such as longevity pay and how payroll is conducted. Also in this chapter, there are other pay practices that had to do with Jury Duty and how that is remunerated. These sections were reviewed by the Bylaws and Policies Committee prior to submittal for Board's approval. Ms. McGannon respectfully suggested some minor corrections to the following policies:

- HR 2003, sub-sections J & L – sub-titles need to be **bold** for consistency
- HR 2012, sub-section B - to add words in quotations:within the city limits “of the employee’s primary location”
- HR 2014, sub-section C – put a comma between the word “breaks” and “unpaid”
- Form 2011 – replace “company” with “RCLS”

Mr. West made a motion that the Chapter 2 of the Human Resources Policy be approved with changes suggested by Ms. McGannon. Ms. McGannon seconded. Motion carried.

Mr. West presented and made a motion to approve the new job description titled Library Monitor. Ms. Baucum seconded. Motion carried.

By-Laws & Policies: Ms. McGannon had nothing to report at this time.

Nominating: Ms. Trail reported the following Board members will roll off in June:

- Lisa Trail (County) – served two successive terms
- Chris West (County) – served 3 years, opted not to serve another term.
- Frank Lambert - Regional Library Board will be dissolved
- Susan McGannon - Regional Library Board will be dissolved
- Madelyn Scales Harris (City) – Under the new state law, no one shall serve more than two (2) successive terms. Another council member will need to be appointed.

- Rollie Holden Jr. (City) – agreed to serve one more term and also agreed to serve as Board Chair for another year (2022-23), if the Board agrees. (NOTE: Ms. Shacklett will write a letter of recommendation to the City of Murfreesboro for the re-appointment of Mr. Holden.)

Ms. Shacklett will write a letter to the City of Murfreesboro and to the Rutherford County informing them of these openings. As soon as potential members are found for the county openings, a letter of recommendation will be sent along with the applications.

Development & Acquisitions: Mr. King had nothing to report at this time.

Strategic Planning: Dr. Lambert was absent. Ms. Shacklett mentioned RCLS is in the process of creating a new strategic plan.

Facility Maintenance: Ms. Baucum had nothing to report at this time.

Ad Hoc Committee: Mr. Bowling reported the City of Murfreesboro has determined it does not need the Linebaugh building at this time. This development does not stop the fact the Committee is looking at future branches particularly as we look at the growth in the Blackman area.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Ms. Ghattas added/highlighted the following to/from her written reports:

- National Library Week is on April 3-9. Please grab our promotional materials, share our social media posts, and encourage people to support their local library.
- A shout out to Dave O’Flaherty for his great work facilitating the Winter Reading Program: 86 people signed up, 61 people completed their reading or 70% completion rate (up from last year), and over 400 books were read!

MGL Library: Ms. Barrett highlighted the following from her written reports:

- Recognized Friends of Linebaugh Library for their generous donations for S.T.E.A.M Room activities as well as furnishings for an outdoor learning space.

Technology Engagement Center (TEC): Ms. Tyree is attending the Public Library Association (PLA) Convention in Portland, OR. Four (4) other staff members are attending the conference virtually. Ms. Shacklett reported on a compliment she received regarding the TEC. Susan Steen has been an avid user of the facility over the past several months and spoke highly of its staff and services.

Bookmobile (BKM): Mr. Crowell submitted a report to the Board concerning the status of purchasing of a new Bookmobile. Due to multiple impediments in the supply lines, and the unavailability of specifications desired for a new bookmobile the motion passed last Summer is no longer valid. Mr. Crowell found a company who quoted him \$180,000 - \$182,000 and even if a go ahead is given to order it today, it will take at least a year before it can be delivered. In this regard, Mr. Crowell requested the motion made last Summer concerning this matter be either

nullified or amended in order to purchase a used bookmobile that could be put into service quickly. Mr. Crowell is requesting an amount up to \$30,000.00 to buy a used bookmobile, outfit it properly, and put graphics that will last 3 to 5 years. Ms. Shacklett mentioned that the Foundation Board has already approved using the \$20,000.00+ they have in the Bookmobile Account for a bookmobile.

Ms. Trail made a motion to approve the amount of up to \$30,000.00; \$20,000.00 to come from the Bookmobile Account of the Library Foundation Board and up to \$10,000.00 will be taken out of reserves (if needed), for the purchase of a used bookmobile provided no used vehicle would be procured without a warranty of at least 90 days/1000 miles, and a third-party mechanical written, itemized inspection. Should the vehicle fail the inspection, this allows Ms. Shacklett/Mr. Crowell to stop the sale. This motion supersedes the previous motion made on July 19, 2021. Ms. McGannon seconded. Motion carried.

Mr. Holden thanked Mr. Crowell for all his hard work in researching the procurement of a bookmobile that may be frustrating at times.

Historical Research Center (HRC): Ms. Shacklett had nothing to add to the written report submitted by Lisa Ramsay.

Friends of Linebaugh Library (FOLL): Mr. Beasley was absent. His report was emailed to the Board.

Smyrna Library: Ms. Graves added the following to her written reports:

- With the installation of new computer lab tables scheduled on March 31st, 8 computer carrels will need to be moved out. Ms. Graves will offer them first to the RCLS branches. In the case they are not needed within RCLS, Ms. Graves requested the Board's permission to post the 8 computer carrels on the TLA-listServ and offer them to other libraries in the state. Ms. McGannon made a motion to approve the request. Ms. Trail seconded. Motion carried.

Friends of Smyrna Library (FOSL): Ms. Pickett was absent. Ms. Graves presented her report:

- FOSL purchased a pop-up tent with the FOSL logo to be used for outreach events like Depot Days. Smyrna Library will also be able to use it for their outreach events.
- FOSL applied for the following grants:
 - MTEC for \$5,000 grant – for the replacement of window shades for the Smyrna Library
 - Dollar General for \$4,000 – to go towards bilingual AWE (Advanced Workstation in Education)
- Molly Jennings will be FOSL's representative to the RCLS Strategic Planning meeting in April.
- Donating \$50.00 to pay for Smyrna Library's Facebook postings advertising their programs. FOSL will consider more funds for this expense once results are seen from these initial boosts.

- FOSL has all their records on Google Docs now, even records from the very beginning of the organization.

Eagleville Library: Ms. Jordon highlighted the following from her written reports:

- The structure joists and subflooring in the office area have been repaired and new carpet squares supplied by Linebaugh have been installed replacing the original carpet from 1985. The Lee Co. maintenance man, Jeremy, did an excellent job on this project.

Friends of Eagleville Library (FOEL): Ms. Wheeler was absent. Ms. Jordon reported the following:

- FOEL is working on their participation in the Easter Egg Hunt on April 9. They plan to set up a story book walk in the park.
- Eagleville's First Friday will start again in April. FOEL plans to set up a table to sell books and having somebody there to read stories too. Eagleville's First Friday is a night of shopping, live music, dining, food trucks and lots of fun! Businesses on Main Street are open late for some great shopping and dining.
- FOEL participated in a fundraiser for leukemia by having a book sale. They sold \$228.00 and donated \$85.00 to the organizer.

Rutherford County Library System (RCLS): Ms. Shacklett highlighted the following from her written reports:

- Ms. Shacklett was asked to speak to the Sumner County Library Board on March 30th to share the RCLS success stories, branch structure, library services, and goals for the future. In July 2021, the Sumner County Library Board voted to combine the 5 individual libraries in Sumner County into a system.
- Ms. Shacklett will be going to the Level V Directors' Summit on April 12 as well as to the TLA Conference on April 13-15. Both events will be held at the Knoxville Convention Center.
- Ms. Shacklett will be off on Friday, March 25th.

Marketing/Outreach Update – As discussed at last month's meeting, Mr. Gwinn was invited to do a presentation of "the plan" to increase library sign-ups/library usage to the Board at today's meeting.

Mr. Gwinn stated that as the state/country began to come out of the pandemic, he started the process of meeting with all the Branch Managers and Supervisors of RCLS to discuss how his position could help their individual branches. One of the recurring themes that came out repeatedly was the desire to (1) consistently bring the library to the general population and (2) increase the percentage of the county population that has and maintains a library card. One avenue for #1 is to make sure that the library has a presence at festivals, farmers' market, and the like. However, there's no reason to wait for these events to find ways to meet people directly in the community. So, the idea for Outreach Month was born – bringing the library to the people.

With this in mind, Mr. Gwinn talked to locally-owned businesses and eight (8) of them have already given the library permission to come and set up table, talk to their customers about the library, and sign-up for library cards those who are interested. General information materials will also be available to pique the interest of those that are not ready to commit or those that have cards but have lapsed in their use.

- ✓ Sports Com
- ✓ Quinn's Mercantile
- ✓ Carpe Café
- ✓ Old Fort Liquor Wine Beer
- ✓ The Soda Bar
- ✓ Just Love Coffee
- ✓ Brasshorn
- ✓ JR's Foodland Market

Regardless of the number of cards issued during Outreach Month, the information gathered can be applied to direct outreach moving forward. If Outreach Month is successful, the library can make it a yearly event or play with variations on the format.

Mr. Gwinn has already started laying the groundwork with some local contacts for a potential Patron Appreciation Week in late Summer/early Fall.

Another area Mr. Gwinn was asked to focus on was finding ways for RCLS to work more directly with Rutherford County Schools. Mr. Gwinn combined this directive with the goal to increase card holder numbers into a 3-point plan:

1. Elementary and Middle Schools – Plans are already coming together to run a pilot program of a library card sign up contest at two schools: Brown's Chapel Elementary and Rocky Fork Middle. The class that signs the most people up gets a pizza party or a prize.
2. High Schools – plans to work with county high schools to make student IDs automatically work as e-cards for RCLS. However, Mr. Gwinn was advised to steer away from this idea for now due to various library, parental oversight, and book legislation that is currently taking place in the Tennessee legislature.
3. PTA – meeting directly with the County Schools PTA or just being present at PTA meetings in an official capacity. It will give the library a chance to talk about the benefits of the library and encourage parents who are part of the 74% of people in the county who do not have library cards.

Other Outreach:

- WestEnd Grant – Several RCLS employees are working on a grant by the WestEnd Senior Trust that would allow the library to expand its technological education and outreach to assisted living facilities and senior citizen groups around the county. The grant will pay for tablet-style devices, support, and on-going training for these groups with the goal of helping them stay connected to family and the local community.

- Bookmobile – Regardless of the outcome of the WestEnd Senior Trust grant, there are plans in place to expand the library’s technical assistance to bookmobile patrons.

Ms. McGannon, Ms. Trail, and Ms. Brandon commented that they still would like a monthly report integrating the outreach efforts being done by Mr. Gwinn and other staff members/branches. The Board suggested reaching out to local realtors, the Chamber of Commerce, the United Way, corporations, other non-profits involved in early literacy (like Read-To-Succeed, Discovery Center), and provide the necessary funds to boost advertising on Facebook. Ms. Britt will add “Outreach” under RCLS in the Agenda.

Mr. Holden noted in the presentation that 74% of Rutherford County population does not have a library card. That’s a lot of people! Mr. Holden encouraged Mr. Gwinn to build this program as he goes along, especially to places where nobody has been.

Rutherford County Library Foundation (RCLF): Ms. Shacklett reported the following:

- ✓ Fundraising theme: A Magical Evening on Main.
- ✓ Venue: Same as last year – 746 E. Main St. (Home of Jonathan Harmon)
- ✓ Date & time: May 7th, 6-9 pm
- ✓ Food: The Alley – heavy hors d’oeuvres
- ✓ There will be a silent auction – 4 to 5 large items
- ✓ The Community Development Committee will meet again on Thursday, March 24th, and the RCLF Board will meet on Wednesday, April 20th.

Stones River Regional Library (SRRL): Ms. Matthews highlighted the following from the report she distributed:

- Training: Community Assessment and Engagement – especially recommended to Board members that wants to attend but open to staff as well. It is virtual and more information will be sent via email.
- Core Competencies – is a new online training program that was put together by the Regional and State Library and Archives staffs. It’s appropriate not only for new hires, but also for seasoned staff. It goes over a number of different modules about library operations. It can be used not only to train and assess staff, but also as a benchmark and tool for employee evaluations. The training is self-paced. About 60 or so people throughout the state have completed it.
- TN Advisory Council on Libraries (TACL). If anyone from your community (patron, board member, etc.) is interested in joining TACL, please contact Kate Huddleston. TACL is replacing the Regional Board.

OTHER BUSINESS:

None.

The meeting adjourned at 6:45 pm.