

**RUTHERFORD COUNTY LIBRARY SYSTEM  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
Monday, June 20, 2022**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Madelyn Scales Harris

**OTHERS PRESENT:**

Rita Shacklett, Director, RCLS  
Carol Ghattas, Branch Manager, Linebaugh  
Kathleen Tyree, Branch Manager, TEC Library  
Donna Jordon, Branch Supervisor, Eagleville  
Mindy Barrett, Branch Supervisor, MGL Library  
Kate Huddleston, Director, Stones River Regional Library  
Elsa Britt, Recorder

**OTHERS ABSENT:**

Ginger Graves, Branch Manager, Smyrna Public 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, June 20, 2022, at 5:00 p.m. at MGL Library.

**WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY):**

Mr. Holden welcomed the presence of Mr. Larry Flowers, a guest at tonight’s meeting.

**REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:**

The Minutes of Meeting held on May 16, 2022, were presented for approval. There being no corrections, additions, and/or changes Ms. McGannon made a motion to approve the minutes as presented. Ms. Ingram seconded. Those present voted “aye”. Motion carried.

**CONSENT AGENDA:** None

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**REPORTS FROM COMMITTEES OF THE BOARD**

**Budget and Finance:** Mr. Bowling presented and made a motion the financial reports ending April 30, 2022, be approved. Mr. Sullivan seconded. Those present voted “aye”. Motion carried.

The financial reports ending May 31, 2022, were not available yet as of this reporting. They will be presented at next month’s meeting.

**Personnel Committee:**

Mr. West presented the following changes in employee health insurance benefits:

- Move medical insurance provider from United Health Care (UHC) to CIGNA.
- Move health program from Health Reimbursement Arrangement (HRA) to Health Savings Account (HSA).
- Move administration of new HSA from Paylocity to Pinnacle Bank. Local provider fees waived for the first year, and possibly waived every year if average HSA balance for all accounts is \$2,000.00.
- Normal funding for HSA: \$750.00 for individuals and \$1,000.00 for families. For this year only, to aid in the transition from HRA to HSA, current employees that have medical or those that enroll in the HSA prior to July 1, 2022, will receive \$1,500.00 for individual and \$3,000.00 for family coverage. The employees’ account will be funded half now (\$750/\$1500), and the remaining half will be paid on a monthly basis through December 31, 2022. Any new employee enrolled after July 1, 2022, will receive \$750/\$1000 HSA funding. On January 1, 2023, each employee currently enrolled in medical will receive their one-time HSA yearly funding of \$750.00 or \$1,000.00. No more funding until the following plan year, January 1, 2024.
- Keep Dental (with 6% increase), and Vision (4% increase) with MetLife.
- Keep AD&D/Dependent Life, STD, and LTD with MetLife (no increases).
- Move from Colonial to Guardian for Work-Site coverages. These are ancillary insurance products paid 100% by the employee, no cost to RCLS. Any employee wanting to keep Colonial will be billed at home.

Mr. Sullivan made a motion to approve changes in employee health insurance benefit as presented. Ms. Roh seconded. Those present voted “aye”. Dr. Lambert opposed. Motion carried.

Mr. West presented a proposal requesting payroll payments be changed from once a month to twice per month pay cycle starting January 1, 2023. This change would incur, estimated based on a total number of employees, an extra \$2,000.00 per year. Dr. Lambert made a motion to approve the request. Mr. Sullivan seconded. Those present voted “aye”. Motion carried.

**By-Laws & Policies:**

Ms. McGannon presented and made a motion to approve the amendment to the Bylaws of the Rutherford County Library System. Ms. Baucum seconded. Those present said “aye”. Motion carried.

Ms. McGannon presented and made a motion for the adoption of PM-506 *Open Records Policy*. Dr. Lambert seconded. Those present voted “aye”. Motion carried.

Ms. McGannon made a motion to amend Policy numbers PM-301 (section d.11), PM-302 (section d.11), PM-303 (section e.11), and PM-305 (section e.11) by adding the phrase “*or endorsed*” after the phrase: “*This event is not sponsored*”. Ms. Ingram seconded. Those present voted “aye”. Motion carried.

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**Nominating:** Ms. Trail presented Mr. Flowers, incoming Board member effective July 1, 2022, who attended the meeting as an observer. The other Board member representing the Rutherford County is Ms. Kory Wells. Tonight's meeting is the last meeting for Ms. Trail, Ms. McGannon, Dr. Lambert, Mr. West, and Ms. Scales Harris. The Murfreesboro City Councilmember to replace Ms. Scales Harris will be appointed after the August 4<sup>th</sup> elections.

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

**Strategic Planning:** Dr. Lambert had nothing to report at this time

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

**Ad Hoc Committee:** Mr. Bowling presented the final report and findings of the Ad Hoc Committee.

**REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:**

**Linebaugh Library:** Reports were submitted in the packet. Ms. Ghattas highlighted some items in her report.

**MGL Library:** Reports were submitted in the packet. Ms. Barrett highlighted some items in her report.

**Technology Engagement Center (TEC):** Reports were submitted in the packet. Ms. Tyree highlighted some items in her report.

**Bookmobile (BKM):** Reports were submitted in the packet. Ms. Shacklett added the following to the report:

- Received \$87,478.00 grant from the West End Foundation for Bookmobile's programs/projects.
- Gave update on the status of the purchase of a new bookmobile.

**Historical Research Center (HRC):** Reports were submitted in the packet.

**Friends of Linebaugh Library (FOLL):** Mr. Beasley was absent. Ms. Ghattas reported on his behalf:

- FOLL set up a book stall at the Farmer's Market on the Square on June 11. The next participation will be on Saturday, October 1 and 22.
- Donated books to Domestic Violence & Sexual Assault Center, Greenhouse Ministries, the VA, and the Rutherford County Detention Center.
- The book sale on June 18, 2022 collected \$1,954.83.
- FOLL took in \$4,020.06 and expended \$4,007.85 for the month of May 2022. Membership holds steady at 206.

**Smyrna Library:** Ms. Graves was absent. Reports were submitted in the packet.

**Friends of Smyrna Library (FOSL):** Ms. Pickett was absent.

**Eagleville Library:** Reports were submitted in the packet.

**Friends of Eagleville Library (FOEL):** Ms. Wheeler was absent. Ms. Jordon included FOEL's activities in her report.

**Rutherford County Library System (RCLS):** Reports were submitted in the packet. Ms. Shacklett highlighted some items in her report.

- Fine Free Library Proposal: Mr. Bowling made a motion to eliminate charging fines for overdue materials effective July 1, 2022, with the following condition to require all Juvenile Cards to be linked to an adult card as a “family unit”. Once any card in a “family unit” incurs a Lost Item charge, all cards in the “family unit” will be suspended from check out privileges until the Lost Item is either returned or replacement cost has been paid. Library Director and Branch Manager will have authority to override this hold one time per “family unit”. This fee elimination does not include cost for lost or damaged materials as those will still be required to be paid. In addition, all past fines due as of July 1, 2022, currently valued at \$96,652.60 will be erased. Past due fines forgiven do not include charges for lost or damaged materials as those and any collection fees are still required to be paid. Mr. West seconded. All present voted “aye”. Ms. Brandon opposed. Motion carried.

**Stones River Regional Library:** Ms. Huddleston distributed her reports to the Board.

**OTHER BUSINESS:**

Mr. Holden mentioned that this will be the last meeting for Ms. McGannon, Dr. Lambert, Mr. West, Ms. Trail, and Ms. Scales Harris. On behalf of the Board, Mr. Holden thanked them for their immense contributions to the RCLS Library Board; in the review and adoption of policy manual, employee handbook, strategic plan (it expired this year), the Bylaws, the RCLS logo and the Questamation. Thank you for your invaluable service, time, and talent!

The meeting adjourned at 6:45 pm.