

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, July 18, 2022**

MEMBERS PRESENT:

Janita Baucum	Rollie Holden, Jr.
Tim Bowling	Lynette Ingram
Lauren Brandon	Steve Sullivan
Larry Flowers	Kory Wells

MEMBERS ABSENT:

Phil King	Sylvanye “Sam” Roh
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OTHERS PRESENT:

Rita Shacklett, Director, RCLS
Carol Ghattas, Branch Manager, Linebaugh
Ginger Graves, Branch Manager, Smyrna Public Library
Kathleen Tyree, Branch Manager, TEC Library
Donna Jordan, Branch Supervisor, Eagleville
Cynthia Matthews, Asst. Director, Stones River Regional Library
Garrett Crowell, Library Circulation Manager
Bearl Beasley, President, Friends of Linebaugh Library
Elsa Britt, Recorder

OTHERS ABSENT:

Mindy Barrett, Branch Supervisor, MGL 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, July 18, 2022, at 5:00 p.m. at the Technology Engagement Center (TEC).

WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY):

Mr. Holden welcomed new Board members: Mr. Larry Flowers and Ms. Kory Wells.

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on June 20, 2022, were presented for approval. There being no corrections, additions, and/or changes Mr. Sullivan made a motion to approve the minutes as presented. Ms. Ingram seconded. Those who were present voted “aye”. Motion carried.

CONSENT AGENDA: None.

A copy of Committee Assignments for 2022-2023 were handed out. For any questions, please let Mr. Holden know.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented and made a motion for the following to be approved:

- Financial Report ending May 31, 2022. Ms. Baucum seconded. Those who were present voted “aye”. Motion carried.

- Financial Report ending June 30, 2022. Ms. Baucum seconded. Those who were present voted “aye”. Motion carried.
- The re-allocation of funding in the FY2021-2022 budget to balance the line items as required by the auditor. This action is done at the end of every fiscal year. Ms. Wells seconded. Those who were present voted “aye”. Motion carried.
- To retain the bookkeeping services of Darnell CPA for another year. Ms. Baucum seconded. Those who were present voted “aye”. Motion carried.
- Revised budget for FY 2022-2023. Mr. Sullivan seconded. Those who were present voted “aye”. Motion carried.

Mr. Sullivan requested Ms. Shacklett to provide the exact amount of increase of insurance under Smyrna Library due to the hiring of one (1) employee taking insurance who replaced an employee who had not elected to take insurance. Mr. Sullivan will request a budget adjustment for this line item from the Town Council. (Note: it was discussed in the past that the Smyrna Town Council will give a flat rate for the insurance budget and if there is an increase, Mr. Sullivan will request an adjustment to make up the difference.)

Personnel Committee: Vacant.

By-Laws & Policies: Ms. Shacklett presented revisions/deletions of wordings to policies included in the packet:

- PM 201 b, c, e
- PM 206 c
- PM 307 e2, f, g
- PM 609 – remove policy completely.

Note: All revisions/deletions were due to the RCLS going fine free and eliminating the use of a collection agency.

Ms. Baucum made a motion to approve the deletion/revision of wordings to the above policies and the complete deletion of PM 609. Ms. Wells seconded. Those who were present voted “aye”. Motion carried.

Nominating: Vacant.

Development & Acquisitions: Mr. King was absent.

Strategic Planning: Vacant.

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

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

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

MGL Library: Ms. Barrett was absent. Reports were submitted in the packet.

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

Bookmobile (BKM): Mr. Holden acknowledged Mr. Crowell to give a status report on the purchase of a new bookmobile vehicle. Mr. Crowell presented the quote from Farber Specialty Vehicles and proposed the Board approve purchasing a bookmobile from them for a cost of no more than \$192,543.00 with funding coming from:

- \$107,567.86 – Linebaugh’s Certificate of Deposit with First Bank
- \$4,000.00 – from the sale of the old bookmobile
- \$43,694.34 – from the Rutherford County Library Foundation
- \$30,000.00 – from the WestEnd grant
- \$5,000.00 – from the Middle Tennessee Electric SharingChange grant
- \$2,280.80 – balance. May request funding from Friends of Linebaugh Library or Linebaugh reserves, if needed.

Mr. Sullivan made a motion to approve the proposal as outlined above. Ms. Baucum seconded. Those who were resent voted “aye”. Motion carried.

Historical Research Center (HRC): Reports were submitted in the packet. Ms. Shacklett mentioned Ms. Lisa Ramsay celebrated her 15th year anniversary on July 1, 2022, with RCLS and plans to retire in April 2023.

Friends of Linebaugh Library (FOLL): Mr. Beasley reported the following:

- Donated \$1,000.00 to the Southern KidLit Festival.
- For the month of June, FOLL had an income of \$6,209.49 and expended \$2,455.02.
- The FOLL volunteers’ luncheon is tentatively scheduled on August 30.

Smyrna Library: Reports were submitted in the packet. Ms. Graves highlighted some items in her report.

Friends of Smyrna Library (FOSL): Ms. Pickett was absent. Ms. Graves mentioned the following on her behalf:

- FOSL is scheduled to have a booth again at Smyrna Depot Days on Saturday, September 24, 2022.
- FOSL is organizing a Local Author Fair to be held on Saturday, October 29, 2022. Local authors who wish to participate are invited to submit their application. Deadline is on August 31, 2022.

Eagleville Library: Reports were submitted in the packet. Ms. Jordon highlighted some items in her report. Ms. Shacklett recognized Ms. Jordon’s 23rd work anniversary on July 18, 2022.

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.

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

OTHER BUSINESS: None.

The meeting adjourned at 5:52 pm.