

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, December 5, 2022**

MEMBERS PRESENT:

Tim Bowling	Rollie Holden, Jr.	Steve Sullivan
Lauren Brandon	Lynette Ingram	Kory Wells
Larry Flowers	Phil King	Shawn Wright

MEMBERS ABSENT:

OTHERS PRESENT:

Rita Shacklett, Director, RCLS	Donna Jordon, Branch Supervisor, Eagleville Lib.
Carol Ghattas, Branch Manager, Linebaugh	Kate Huddleston, Director, SRRL
Kathleen Tyree, Branch Manager, TEC Library	Bearl Beasley, President, FOLL
Ginger Graves, Branch Manager, Smyrna Library	Elsa Britt, Recorder

OTHERS ABSENT:

Mindy Barrett, Branch Supervisor, MGL Library
Theresa Pickett, President, FOSL
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, December 5, 2022, at 5:00 p.m. at Linebaugh Public Library.

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

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on October 17, 2022, were presented. There being no corrections, additions, and/or changes, the Minutes stand as presented.

CONSENT AGENDA: None.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented and made a motion the financial reports ending September 30, 2022, be approved. Ms. Ingram seconded. Those who were present voted "aye". Motion carried.

Mr. Bowling also presented and made a motion the Audited Financial Statements Year Ended June 30, 2022, be approved. Mr. Wright seconded. Those who were present voted "aye". Motion carried.

Personnel Committee: Ms. Ingram presented and made a motion the Historical Research Center Supervisor Job Description, be approved. Mr. Bowling seconded. Those who were present voted "aye". Motion carried.

By-Laws & Policies: Ms. Baucum emailed her resignation on December 5, 2022, effective immediately due to health reasons. Ms. Shacklett will notify the Rutherford County of the vacancy and for them to find a replacement finishing her term in June 2023. Mr. Wright agreed to chair the Bylaws and Policies Committee.

Nominating: Ms. Shacklett reported the Town of Smyrna has a candidate, Tansy Raynor, replacing Ms. Roh. The Town Council scheduled to vote on her application on Thursday, December 8, 2022. Meanwhile, Mr. Flowers agreed to chair the Nominating Committee.

Development & Acquisitions: Mr. King updated the Board on the Joyce Malone bequest: On November 28, 2022, Ms. Shacklett received a check for \$38,630.87. She will receive another check for approximately \$1,500 and other smaller checks for residual amounts. These funds will be turned over to the Foundation account once the cost for honoring Ms. Malone's gifts is determined.

Strategic Planning: Ms. Wells presented the Strategic Plan 2023-2025 included in the Board packet and made a motion for its approval with the following stipulations:

1. That an abbreviated version of the plan be posted on the website.
2. That the Board develop an Action Plan in the next six (6) months.
3. That the Board conduct an annual review of the Strategic Plan.

Ms. Ingram seconded.

Mr. Holden opened the floor for discussions/comments.

After considering various comments and suggestions, Ms. Wells requested her motion be withdrawn. Ms. Ingram seconded. Those who were present voted "aye". Motion carried.

Facility Maintenance: Mr. Sullivan made a motion to approve \$1,336.00 for the repair of Smyrna Library's electrical problems and another \$45,006.20 for the Youth Services' flooring project to be taken out of Smyrna's Fund Balance which currently has \$564,833.00. Mr. Wright seconded. Those who were present voted "aye". Motion carried.

Mr. Sullivan made a motion to approve \$11,985.00 for Lee Co. to replace the valves and actuators of Linebaugh Library's Heat and Air Unit (HAU) to be taken out of Linebaugh's Maintenance Reserves.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Reports were submitted in the packet.

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

Technology Engagement Center (TEC): Reports were submitted in the packet.

Bookmobile (BKM): No report at this time.

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

Friends of Linebaugh Library (FOLL): Mr. Beasley's reports were emailed to the Board.

Smyrna Library: Reports were submitted in the packet.

Friends of Smyrna Library (FOSL): Ms. Pickett's reports were submitted in the packet.

Eagleville Library: Reports were submitted in the packet.

Friends of Eagleville Library (FOEL): Ms. Jordon included FOEL's activities in her written reports.

Rutherford County Library System (RCLS): Reports were submitted in the packet. Ms. Shacklett requested the Board to approve a one-time expense of \$22,164.00 to be taken out of Linebaugh's Fund Balance; of which, \$9,264.00 is for the Sirsi migration to the cloud, and \$12,900.00 is for the upgrade of online catalog with Aspen Discovery. Ms. Brandon made a motion to approve the request. Mr. Flowers seconded. Those who were present voted "aye". Motion carried.

Ms. Shacklett brought to the Board's attention the lease to the Administration Building will expire in March 2023. Mr. Rishi Saxena (building owner) indicated that he is willing to renew the lease for longer than three (3) years with a 4% increase each year. Mr. Holden suggested turning-over the negotiation to the Budget and Finance Committee and come up with a recommendation at the Board's next meeting.

Foundation: Updates were included in the packet submitted by Ms. Shacklett.

Stones River Regional Library (SRRL): Ms. Huddleston distributed her reports to the Board and highlighted some items.

OTHER BUSINESS:

None.

The meeting adjourned at 6:50 pm.