RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, February 6, 2023

MEMBERS PRESENT:

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

MEMBERS ABSENT:

OTHERS PRESENT:

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

OTHERS ABSENT:
Bearl Beasley, President, FOLL
Theresa Pickett, President, FOSL
Beth Wheeler, President, FOEL
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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, February 6, 2023, at 5:00 p.m. at Linebaugh Public Library.

WELCOME NEW MEMBERs:
1. Tansy Raynor. Ms. Raynor will complete the term of Sylvanye "Sam" Roh until June 30, 2024, representing the Town of Smyrna.
2. Cody York. Mr. York will complete the term of Janita Baucum until June 30, 2023, representing Rutherford County.

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:
The Minutes of Meeting held on December 5, 2022, were presented. A minor correction was noticed on page 3; to change "*Ms. Lauren*" to "*Ms. Brandon*". There being no further revisions, additions, and/or changes, the Minutes stand as corrected.

CONSENT AGENDA: None.

REPORTS FROM COMMITTEES OF THE BOARD
Budget and Finance: Mr. Bowling presented and made a motion the financial reports ending October 31, 2022, November 30, 2022, and December 31, 2022, be approved. Mr. Sullivan seconded. Those who were present voted "aye". Motion carried.

Mr. Bowling also presented and made a motion to approve the Proposed Budget for FY 2023-2024. Mr. Wright seconded. Those who were present voted "aye". Motion carried. Mr. Sullivan highlighted areas where the increase occurred.

Personnel Committee: Ms. Ingram presented and made a motion to approve the Proposed RCLS Pay Structure for 2023-2024. Mr. Wright seconded. Those who were present voted "aye". Motion carried.

By-Laws & Policies: Mr. Wright had nothing to report at this time. Mr. Bowling requested the Committee re-examine/re-visit the PM 204 – Rules of Conduct.

Nominating: Mr. Flowers had nothing to report at this time.

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

Strategic Planning: Ms. Wells had nothing to report at this time.

Facility Maintenance: Mr. Sullivan reported several maintenance issues branch managers/supervisor are still working on:
1. Sourcing issue for the generator at the TEC. Mr. York will provide contact information to Mr. Sullivan.
2. Smyrna Library delayed its painting project of the children's area until August.
3. Eagleville Library painting project hoping to start February 12.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Reports were submitted in the packet. Ms. Ghattas also mentioned several maintenance projects/issues at Linebaugh Library.

MGL Library: Reports were submitted in the packet. Ms. Barrett also requested the Board's approval to use funds from reserves not to exceed $9,000.00 to replace the 72" and 84" shelving in the children's area with 48" shelving. Mr. Sullivan made a motion to approve the request. Mr. Wright seconded. Those who were present voted "aye". Motion carried.

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

Bookmobile (BKM): Reports were submitted in the packet.

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

Friends of Linebaugh Library (FOLL): Mr. Beasley's reports were submitted in the packet.

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. Ms. Jordon requested the Board's approval to use funds from reserves not to exceed $1,000.00 for the painting project. It will be used to pay the painter at

$200.00/day for 4-5 Sundays (painter was able to work on Sundays only). Mr. Sullivan made a motion to approve the request. Mr. York seconded.   Those who were present voted "aye". Motion carried.

Friends of Eagleville Library (FOEL): FOEL's reports were submitted in the packet.

Rutherford County Library System (RCLS):   Reports were submitted in the packet. Ms. Shacklett requested the Board's approval for two (2) items:

1. Lease agreement for the admin building. Ms. Shacklett requested approval to sign a 5-year lease with Dr. Rishi Saxena (owner of the building) at a 3% increase each year. The new lease contract will take effect on July 1, 2023. Mr. Sullivan made a motion to approve the request. Mr. York seconded. Motion carried. Those who were present voted "aye". Motion carried.
2. New ILS for library management. Ms. Shacklett requested approval to move the RCLS ILS system from SirsiDynix to Koha (managed by Bywater Solutions) with an annual cost of $21,000.00. The migration/training costs of $20,670.00 will be taken out of Linebaugh's fund balance. Mr. Bowling made a motion to approve the request. Ms. Brandon seconded. Those who were present voted "aye". Motion carried.

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

Stones River Regional Library (SRRL): Ms. Huddleston distributed her report to the Board and highlighted several items. Ms. Huddleston distributed a certificate to Ms. Wells for completing the Trustees Certification Program as well as pins for staffs who completed ten (10) hours of continuing education.

OTHER BUSINESS:
Mr. Holden took a few minutes to remember Frances James, RCLS bookkeeper, who passed away in December 2022. Ms. James worked with the RCLS for forty (40) years before she retired in 2020.

The meeting adjourned at 6:00 pm.