

Williamson County Public Library
1314 Columbia Avenue, Franklin, TN 37064

Board of Trustees Called Budget Meeting Minutes

Thursday, February 10, 2022 - 4:00 p.m.

Trustees Attending: JeNan Merrill, Delois Bratton, Rick Moody, Paul Webb, Denise Carothers, Janine Moore, and Terri Hood

Trustees Absent: Amy Baggett

Others in Attendance: Amanda Jones, Jeffie Nicholson, Leila Blakely, Stephen White, Randi Peters, and Gerry Suchomski.

Delois Bratton, co-chair, called the meeting to order at 4:02 p.m. The meeting was held at Franklin and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Decision/Discussion Items

A. Budget

Ms. Jones provided nine budget handouts to the trustees, discussed each, and she and others from the Interim Management Team answered questions.

The memo from Nena Graham, WC Budget Director, showed that proposed budget requests should be submitted to her by February 17, 2022.

Personnel Budget - A *Current Positions* list showed that there are thirty-six filled and two vacant full-time positions in the WCPL system at this time. At the Library, Department Managers oversee other librarians and part-time staff. Mr. Moody asked if the list has the right mix of positions. The new director can look into this.

There was also a *Personnel Budget by Fiscal Year* handout with dollar amounts dating from FY 2015-2016 up to FY 2020-2021. HR and Payroll Departments prepare the Personnel Budget. The County Commission will meet on Monday, February 14, 2022, to determine whether county employees will receive a mid-year raise, in order to meet market demand.

Operations Budget – Trustees received the following written reports:

- *Appropriated Operations by Fiscal Year*
- *WC Appropriations for Library Books and Media*
- *FY 2022-2023 Budget Proposal* (summary)
- *WC Proposed Budget Detail 2022-2023*

An employee's travel/mileage expense is paid for travel outside of the county. The Friends often pay the fees for staff to attend conferences.

Up to now, membership dues have only been paid for the director. Trustees felt that membership dues should not have to be paid out of staff salaries. For next year's budget, they asked for an assessment of how many staff members are paying their own dues, and how much those dues total. Mr. Webb suggested that the *Dues and Memberships* line be increased by \$295, bringing the amount for Dues and Memberships up from \$705 to \$1,000. This in turn would bring the Library's Operations Budget appropriation request total up to \$491,426.

With this change, Mr. Webb motioned to approve the Operations Budget, Mr. Moody seconded, and all approved with a vote of 7-0.

Capital Requests – The written *FY 2022-2023 WCPL Capital Requests* report was given to trustees. Capital requests were submitted to the county by Kevin Benson, who met with Mayor Anderson. Mr. Webb motioned to increase the capital requests by \$10,000 to add Study Room Design, which brought the total up to \$155,398. Mr. Moody seconded, and all approved with a vote of 7-0.

Anne Osborne from BRR and Ms. Graham have each recommended to postpone the five-year capital plan until the Library has a new director. It needs to be addressed since some planned items have not been accomplished. Ms. Merrill motioned to table the five-year plan, Mr. Webb seconded, and all approved with a vote of 7-0.

Other Topics – Ms. Moore said that the Foundation is holding *Breakfast with the Books* at the Main Library from 7:30-9:00 a.m. on Thursday, February 24, 2022. Guests will visit different public service areas at Main to enjoy various breakfast stations and learn about library services. Foundation members are making banners and are meeting with Library staff to prepare.

The Foundation members sent invitations to their list of approximately 500 people. Ms. Moore gave hard copies of the invitation to the WCPL board members at this meeting.

Ms. Merrill said that at the February 17 board meeting, a Director Search Committee will be appointed.

Adjournment

Mr. Moody moved to adjourn, Ms. Hood seconded, all approved. The meeting adjourned at 5:05 p.m.

The next board meeting will be held on Thursday, February 17, 2022, at 4:00 p.m. at Franklin.

Administrative assistant Randi Peters took the minutes, and the Board's Leadership Team reviewed them.

JeNan Merrill