

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

Board of Trustees Meeting Minutes

Thursday, February 17, 2022 - 4:00 p.m.

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

Trustees Absent: Denise Carothers

Others in Attendance: Mike Weber, Marion Bryant, Marcia Butler, Amanda Jones, Jeffie Nicholson, Leila Blakely, Stephen White, Randi Peters, Kelly O'Connor, Dave Miller, and Gerry Suchomski.

JeNan Merrill, co-chair, called the meeting to order at 4:03 p.m. The meeting was held at Franklin.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Items for Approval

A. Minutes

Minutes from the January 20, 2022, Board meeting stand approved.

Ms. Bratton made the motion, Ms. Hood seconded, and all approved with a vote of 7-0.

Minutes from the February 10, 2022, called board meeting regarding the Budget stand approved. Mr. Webb made the motion, Ms. Baggett seconded, and all approved with a vote of 7-0.

B. Financial Statement

Mr. Moody said that there were no issues with the financial statement.

Ms. Baggett made the motion, Ms. Bratton seconded, and all approved with a vote of 7-0.

C. Salary Increase Budget Amendment

Mr. Weber from HR reported that on February 7, 2022, the Budget Committee approved a resolution to give all full time and regularly scheduled part time

county employees a \$1.00 per hour raise from the fund balance. The Commission also unanimously approved. The effective date was February 7, 2022, and it is a flat rate for all employees. The funds have been put into two budget lines, full time (called Librarians) and part time, for the Library Board to motion and vote on. Mr. Moody made the motion, Mr. Webb seconded, and all approved with a 7-0 vote. Ms. Merrill thanked Mr. Weber and the county for making the raise possible. There is also discussion in the County Commission for a further raise beginning in July.

Re: the FY 2022-2023 Capital Requests - Ms. Jones said that the \$10,000 capital request increase for Study Room Design, approved on February 10, 2022, does not need to be added because that amount will roll over from the current capital budget. Ms. Moore made a motion to remove the \$10,000 from the 2022-2023 Capital Requests, Ms. Bratton seconded, and all approved with a vote of 7-0.

III. Decision / Discussion Items

A. Director Search Committee

Ms. Merrill suggested that the Board officers be on this committee. Mr. Webb made the motion, Ms. Hood seconded, and all approved with a 7-0 vote. Ms. Merrill said that Ms. Bryant from BRR has given good suggestions, as well as Mr. Weber from HR. Ms. Merrill will write an email regarding the Director Search Committee to be sent to the Library staff and the Board.

B. Collection Development Policy

Ms. Butler said that she had feedback on the policy from BRR. Sharon Reily did the edit – making the strike through to the old policy version that is being deleted and making the new wording in red. The only change made in the policy since January was additional wording in the Weeding section. Ms. Moore thanked the committee for all the work they did, paring the policy down to usable. Ms. Merrill asked how it will be “publicized”. It will be on the U-drive and accessed by all WCPL branches.

Some of the parts removed from the policy will be in procedures. Ms. Merrill asked that Ms. Butler keep the Board informed of the committee’s progress on developing the Procedures Manual.

The committee will take another look at the Reconsideration form. The final policy, which will include the Request for Reconsideration of Materials form

and the Standards for Collection page from the 2018 Tennessee Standards for Non-Metropolitan Public Libraries, will be emailed to the Board.

Ms. Moore motioned to accept the Collection Development Policy, Mr. Webb seconded, and all approved with a 7-0 vote.

If sheet music is donated to the Library, it is sent to MTSU's Music Department.

C. Board Committee Reports

1. Objectives – No report.
2. Budget – Approved at the February 10, 2022 meeting. No further report.
3. Policy – No further report.
4. Personnel - No report today.

E. Scheduled Reviews

1. Organizational Chart

The chart showing the current organization was in the agenda packet and in the trustee folders. The Technical Services titles were updated. Mr. Moody said the chart needs revision so that fewer people report to the Library director. For example, the volunteer coordinator does not need to report to the director. Ms. Nicholson said that since the volunteer coordinator's desk is currently in the Reference Department, she could report to her. Mr. Webb suggested that the final decision for structure could be made when the new director is hired.

Agenda Packets – All items in the Agenda Packets are emailed to the trustees and more. Hard copies of the entire packet will be printed for the co-chairs. Three items - the Agenda, the Year to Date Financial Report, and the Statistics - will be printed for the other trustees and the BRR director/assistant director. The Agenda will be printed for others who are expected to attend.

Increasing the WCPL Cardholders – The statistics show that the number of WCPL cardholders is going down. Mr. Webb asked if the Brentwood and Spring Hill libraries would publicize things that WCPL has that they do not have. Ms. Bryant doubts that would happen. Possibly WCPL staff could

check with Spring Hill Library to see if they will tell people that they can get a WCPL application there. WCPL would do the same for them in return.

The Volunteer/Outreach Coordinator has booths at local events where she provides Library information and hands out and accepts library card applications. She could look into the cost of welcome postcards. Welcome Wagon was mentioned. They charge a fee for businesses that want to be included. When Ms. Merrill purchased her new house, she received a book that listed information about the Library. She said that more thought is needed about increasing the number of cardholders.

IV. Reports

A. County Commissioner

Mr. Webb reported that the Budget Committee will continue working until June.

This is an election year for every county office except tax assessor. February 17 was the deadline date for people running for office to turn in their paperwork.

B. Buffalo River Regional Library

Ms. Bryant emailed the February 2022 BRR Report with workshop, event, and training information to the trustees. The Tennessee State Library and Regional Library System have developed Core Competencies Online Training modules that can provide skills and knowledge considered essential for Tennessee library staff.

There will be one last BRR meeting. Then informal meetings for board chairs will begin.

C. News from Other Libraries

Ms. Moore is the representative from WCPL to the Brentwood Library Board. Brentwood has a new Children's librarian. They, too, are struggling to fill positions. Every year, they do a librarian summit. They have a board member recruitment pack. Ms. Moore has a copy.

Library Legislative Day is March 15. Ms. Moore will send the information to the board.

D. State Library Tour

The original tour had been canceled. Now the Brentwood, Spring Hill, and WCPL trustees have organized a new tour, scheduled for Wednesday, March 30, at 10:30-11:30 a.m.

E. Foundation

Ms. O'Conner said that the Foundation Board has a new member. A strategic planning session is coming up.

The Foundation Breakfast at the Main library will be held on Thursday, February 24, 7:30-9:00 a.m. They are hoping for 100-150 people. Circulation staff will be issuing library cards.

F. Friends

The upcoming Friends of the WCPL (Main) book sale will be Friday-Sunday, February 18-20, 2022.

The Fairview Friends book sale will be held on Thursday-Saturday, February 24-26.

The trustees appreciate all that the Friends groups do for the Library.

G. Director's Report from the Interim Management Team (IMT)

Ms. Nicholson has gotten survey responses regarding the programs at Main. Most of the reviews were excellent and most were from seniors.

New Dell computers, 20 desktops and 7 laptops, have been ordered for WCPL as part of the Tech Grant. Also, the IT Department has hired a new part time employee, Landon Nelson, to assist at the Library. He is being shown each of the branches. Ms. Merrill said that the Board appreciates the monthly IT reports.

H. Board Chair

The trustees and Library staff received an email from Dolores Greenwald saying that her first official retirement day will be March 27, 2022. Mr. White should delete Ms. Greenwald's WCPL email and other accounts before the 27th and should let her know what date this will occur.

Adjournment

Mr. Moody moved to adjourn, Mr. Webb seconded, all approved. The meeting adjourned at 5:10 p.m.

The next board meeting will be held at Bethesda on Thursday, March 24, 2022, at 4:00 p.m. (Note special date and location)

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

Amy Baggett