

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

Board of Trustees Meeting Minutes

Thursday, April 28, 2022 - 4:00 p.m.

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

Trustees Absent: Rick Moody

Others in Attendance: Anne Osborne, Jeffie Nicholson, Leila Blakely, Amanda Jones, Stephen White, Randi Peters, Dave Miller, and Gerry Suchomski

JeNan Merrill, co-chair, called the meeting to order at 4:01 p.m. The meeting was held at Franklin and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Spotlight – Stephanie Wycihowski, Youth Services Manager

Ms. Wycihowski provided a written report and copy of the Summer Reading Program (SRP) brochure. The Foundation is again funding the SRP, and the Franklin Friends are supporting the May 21st SRP Kickoff. The branches are also ready to begin. All staff have SRP t-shirts. There will be both online and paper registration. During Summer Reading, the Boys and Girls Club director will be teaching coding at three of the WCPL branches – Main, Fairview, and Nolensville.

III. Items for Approval

A. Minutes

Minutes from the March 24, 2022, board meeting stand approved with a vote of 7-0.

B. Financial Statement

Ms. Jones said that after this Financial Statement was created, the Technology Grant line has been spent. There were no other issues with the financial statement as presented. Mr. Webb motioned, Ms. Bratton seconded, and all approved with a vote of 7-0.

Statistics – The school emphasis is contributing to the uptick in cardholders and children’s items checked out. Ms. Jones has put new formulas in the statistics so that changes will not show as greater than 100%. Ms. Merrill thanked her for correcting that.

IV. Decision / Discussion Items

A. Budget Resolution

The budget resolution was to move \$14,219 from Library Fines and Donations/Memorials to Library Books/Media. Ms. Carothers motioned, Ms. Hood seconded, and the Resolution was approved with a vote of 7-0.

B. Budget Transfers

Two informational items were presented. The first was to transfer \$800 from Operating Lease Payments to Data Processing Services to allocate funds to the purchase of library barcodes. The second was to transfer \$2000 from Librarians (full time) to Temporary Personnel to allocate funds for staff coverage of summer reading programs. Transfers do not require a board vote.

C. Nominating Committee

Second Terms - Ms. Baggett and Ms. Hood make up the Nominating Committee. Ms. Baggett said that the three trustees whose first term is ending – Mr. Moody, Mr. Webb, and Ms. Carothers - have agreed to serve for a second term. The Committee presented the motion for approval, Ms. Moore seconded, and all approved with a vote of 7-0.

Officers - The Committee nominated the current officers to remain in place for the next fiscal year – Ms. Merrill, chair; Ms. Bratton, vice chair; Ms. Baggett, secretary; and Mr. Moody, treasurer. Ms. Carothers seconded, and all approved with a vote of 7-0.

Resolution to Amend the Number of Members on the WCPL Board of Trustees - The Nominating Committee presented a motion to increase the number of board members from seven to nine. The trustees discussed the plan. One new trustee will be nominated for one year, the other for two years, so that three people will roll off the board each year. The quorum will increase to five. The board will be able to form more committees. If the board size increases to nine trustees, it will have to stay at nine, unless the Bylaws are again changed. Ms. Moore seconded the Resolution, all approved, with a vote of 7-0.

Mr. Webb and Bobby Cook, county attorney, worked on this Resolution. If the Budget Committee votes to accept it on May 11, 2022, the board will then vote on nominees at their May 19 meeting. The following morning, approved nominee forms will be sent to the county to be voted on at the June Commission meeting. If the Commission approves the nominees, the new trustees will begin their terms on July 1, 2022.

D. Director Search Committee Report

The position was posted late March through April 29, 2022. As of this afternoon, thirty-one applications have been received, with some being excellent candidates.

Some applicants have been sent a set of questions/tasks. The next steps will be to have conversations with them, and finally to interview three or four. If the finalists are from other areas, Mr. Webb said to ask if they are aware of the cost of renting or owning to live here. Possibly the Chamber of Commerce or a Realtor could provide that information.

The qualifications in the job listing are preferred, not required. The population number shown on the job listing was incorrect/low, although it was provided by the Chamber.

E. Board Bylaw Changes

Multiple bylaw revisions will be voted on at the May board meeting.

F. Strategic (Long-range) Plan Update

Goal 1: Community Outreach – Susannah Marley is doing a great job and should now focus on getting and retaining adult cardholders.

Goal 2: Collection Improvement – The plan has been approved and is being implemented.

Goal 3: Organizational Structure – The organizational chart will be addressed when a new director is in place.

Goal 4: Facility Enhancement – This is primarily on pause until the Library has a new director. Some items have been completed – the foyer display and foyer paint. New carpet is currently being installed in the Adult Fiction section and will be completed on May 3, 2022.

Ms. Jones thanked Ms. Nicholson for incorporating the Strategic Plan objectives into the weekly reports.

G. Board Committee Reports

1. Objectives – no report

2. Budget – no report

3. Policy

a. Social Media Policy – The policy was returned from the county attorney this afternoon, April 28, 2022, and was sent to the Policy Committee. The Committee approved and will send the final copy to Ms. Peters to include in the May board agenda packet for a May vote.

b. Collection Development Policy – The Policy Committee had made some revisions to the policy. Ms. Moore said that she will send a copy of the Request for Reconsideration of Library Materials form to Ms. Osborne.

Ms. Hood suggested that trustees look up the following bills: House Bill #2666, and Senate Bill #2247

The Policy Committee motioned that the Collection Development Policy be accepted as amended. Ms. Baggett seconded, all approved with a 7-0 vote.

Ms. Merrill thanked the Policy Committee members for their work.

4. Personnel – covered under the Director Search Committee section

IV. Reports

A. County Commissioner

Mr. Webb reported that the County budget should pass in June.

The TMA Group for the Franklin Transit Authority will pay for a large television screen to be in the Main library's foyer that will show their bus route and schedule. Mr. Webb said that they should also pay for the needed electrical wiring. The Franklin Transit Authority will be responsible for adding some Library information to be shown on the screen.

B. Buffalo River Regional Library

Ms. Osborne provided the April 2022 BRR Report with event, training, and other information to the trustees. She recommended that some of the Library's Interim Management Team attend the *Library Space Planning* event on May 19, 2022, at the Dickson County Public Library.

The final BRR board meeting was held on April 18 at the Lewis County Library. In place of a regional board, meetings for board chairs are being planned.

C. News from Other Libraries

The Brentwood Library board discussed space issues. They are also having trouble retaining part-time personnel. There is reluctance from the Brentwood staff regarding returning books inside, due to the pandemic. They are planning an additional Summer Reading Program besides *Oceans of Possibilities*.

WCPL trustees visited the Tennessee State Library in Nashville.

D. Foundation

The Foundation's Student Art Show Reception is in the Children's Department this afternoon/evening. Photographer/ Lego artist, Kerry Woo, will speak at 6:15 p.m. and WC-TV will interview the student artists. Trustees will attend after the board meeting.

The Foundation is coordinating with The Big Payback annual event.

E. Friends

Fairview - The Fairview Friends group is planning an event with the elementary school to have students get library cards. On May 9, 2022, Fairview Elementary students will have a field trip to the Fairview Branch. Ms. Hood said that perhaps other branches could do the same. Mr. Suchomski will send her the details. Ms. Hood asked that Ms. Marley take pictures at the event and provide information to the other branches. The board suggested that Carol Robinson from the Williamson Herald may attend it and write an article.

Franklin - Franklin Friends are accepting more book donations. Mr. Miller has spoken with the Youth Services Manager regarding the Friends volunteering at the Summer Reading Program. The Friends provided a

wonderful lunch for the Main library staff for Library Workers Day, on Tuesday, April 12.

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

F. Director - from the Interim Management Team (IMT)
Ms. Jones and Ms. Marley attended a Chamber of Commerce meeting.

A written Volunteer Outreach Report by Ms. Marley and a written IT Report by Mr. White were included in the emailed agenda packet. Tech grant money has been spent and the items have been received. Several branches have gotten new computers.

Ms. Bratton thanked the four members of the IMT for their work and reports.

G. Board Chair

Ms. Bratton reported that there will be a Library page on the Chamber of Commerce website. She requested that trustees RSVP to the board packet email each month, so that Ms. Peters can inform the co-chairs whether a quorum is met. She thanked Ms. Peters for being well organized.

Ms. Merrill then thanked everyone who is serving on the board, the Interim Management Team, and the Friends groups.

Adjournment

Mr. Webb moved to adjourn, Ms. Bratton seconded, and the meeting adjourned at 5:20 p.m.

The next board meeting will be held at Franklin on Thursday, May 19, 2022, at 4:00 p.m.

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

Amy Baggett