

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

Board of Trustees Meeting Minutes

Thursday, May 19, 2022 - 4:00 p.m.

Trustees Attending: JeNan Merrill, Delois Bratton, Amy Baggett, Rick Moody, Paul Webb, Denise Carothers, Janine Moore, and Terri Hood
Others in Attendance: Marion Bryant, Jeffie Nicholson, Leila Blakely, Randi Peters, Dave Miller, and Gerry Suchomski

JeNan Merrill, co-chair, called the meeting to order at 4:00 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

Ms. Moore motioned, Ms. Carothers seconded, and the minutes from the April 28, 2022, board meeting were approved with a vote of 8-0.

B. Financial Statement

There were no issues with the financial statement as presented. Mr. Moody motioned, Mr. Webb seconded, and all approved with a vote of 8-0.

III. Items for Approval

A. Budget Transfer

The \$40,000 transfer was to correct and spend line item overages to meet the 95% recommended expenditure rate. Mr. Moody motioned to approve but then withdrew the motion since budget transfers do not require a board vote.

Amanda Jones, WCPL's finance manager was unable to attend this board meeting. Ms. Luckett said that there may not be time to get bids for a new PA system. Afterward Ms. Jones provided the following information:

"I want to clarify the situation with the PA system replacement project. We ARE proceeding with the bid process through Leslie Mitchell in the county accounting department. The specs have already been put out, and we'll be

meeting with our potential bidders on June 1. They will bid the job after the meeting, and from there we will select the company and encumber the funds for the project.”

B. Bylaw Changes

Multiple Bylaw changes were approved at this meeting:

- The number of board trustees will increase from seven to nine.
- A County Commissioner shall serve no more than two consecutive three-year terms on the WCPL board.
- The Buffalo River Region section was removed from the Bylaws since there is no longer a BRR board.
- Five members of the Board shall constitute a quorum for both regular and special meetings.

Ms. Moore motioned to approve the Bylaw changes, Mr. Webb seconded, and all approved with an 8-0 vote.

C. Nominating Committee

New Board Members - Ms. Baggett nominated Ms. Hood for a one-year term and Mr. Suchomski for a two-year term. Afterward, they will each be able to serve two regular three-year terms. This will allow three of the trustees to roll off each year. Ms. Bratton seconded, and all approved with a vote of 8-0.

D. Director Search Committee Report

The director position was posted for a month, ending April 29, 2022. Thirty-three applications were received. A rubric was used, and then questions were sent to eighteen people. The number was narrowed down to eight, who met with the committee via Zoom. The final four applicants were invited for interviews to be held in the Williamson Room on May 26 and June 2. After each interview, there will be a thirty-minute Meet and Greet so that trustees, the Interim Management Team, the Friends president, and Ms. Peters can meet the candidates. Ms. Moore will bring refreshments to the Meet and Greets.

Ms. Merrill thanked the board officers for their time and work on the Director Search Committee.

E. Copies Printed for Board Members

There were no changes to the February board decision regarding printed copies. 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. Items that come up after the agenda packet was emailed will also be placed in the board folders.

F. Board Committee Reports

1. Objectives – no report

2. Budget – no report

3. Policy

a. Social Media Policy – Ms. Moore said that the policy looks good as updated by the county attorney. She recommended approval, Mr. Webb seconded, and all approved with an 8-0 vote.

4. Personnel – no additional report

IV. Reports

A. County Commissioner

Mr. Webb reported that there will be two Commission meetings in June. The budget is done and will be approved at the second Commission meeting. There was no property tax increase.

The TN Advisory Council on Libraries (TACL) is meeting in Memphis. Ms. Moore has been approved as the new Regional Representative.

B. Buffalo River Regional Library

Ms. Bryant provided the May 2022 BRR Report with event, training, and other information to the trustees.

C. News from Other Libraries

Although it is not part of the BRR system, Ms. Moore went to the South Cheatham County Public Library and found that they do a lot of excellent things.

Mr. Webb talked about the Brentwood Library. Their number of cardholders is down. WCPL has to keep pushing to increase the number of card holders or risk losing funding.

Brentwood's board is advisory. The WCPL board makes policy, so it is important for staff to listen to the board.

D. Foundation

No report

E. Friends

Fairview – Mr. Suchomski said that the Fairview Friends group is doing PR and getting articles in the Fairview newspaper.

Franklin – The WCPL Friends group is supporting the May 21, 2022, Summer Reading Program (SRP) Kick Off games and is providing coupons for free books. Mr. Miller was on the radio to promote the SRP and the May 20-22 book sale.

Ms. Blakely's team decorated the foyer to promote the SRP.

F. Director - from the Interim Management Team (IMT)

A written Volunteer Outreach Report by Ms. Marley and a written IT Report by Mr. White were included in the emailed agenda packet. There was also a report on Institutional Cards. Ms. Nicholson said that Marcia Butler provided the Collection Development update.

The TMA (Franklin bus) display will be just inside the first set of entry doors.

The SRP is off to a great start. Kids can register online to go straight to activities.

Mr. Webb asked why the Fairview Library has a larger collection than Nolensville. It is due to space and Fairview's meeting room.

Ms. Hood asked about the College Grove Library. College Grove is a growing area. Branch manager, Lon Maxwell, has spoken to FiftyForward and to two commissioners. However, expansion has been put on hold until a new WCPL director is in place.

G. Board Chair

Ms. Bratton asked if the branches are allocated a budget for books. Ms. Nicholson said that they get allotments from the State.

Ms. Merrill noted that the WCPL added card holders in April.

Adjournment

Mr. Moody moved to adjourn, Ms. Hood seconded, and the meeting adjourned at 5:30 p.m.

The next board meeting will be held at Leiper's Fork on Thursday, June 16, 2022, at 4:00 p.m.

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

Amy Baggett