

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

Board of Trustees Meeting Minutes

Thursday, July 21, 2022 - 4:00 p.m.

Trustees Attending: JeNan Merrill, Delois Bratton, Amy Baggett, and Janine Moore. Gerry Suchomski tuned in virtually.

Others in Attendance: Marion Bryant, Amanda Jones, Jeffie Nicholson, Leila Blakely, Dave Miller, Kelly O'Conner, and Emily Anglin.

Delois Bratton, co-chair, called the meeting to order at 4:02 p.m. The meeting was held at Leiper's Fork and minutes were taken by Amy Baggett, Board Secretary.

I. Citizen Communication

No citizen comments were given at this meeting.

Emily Anglin, branch manager at Leiper's Fork, provided an update on the branch. The summer reading program has been a success with an average of 30 people per program. Additionally, their story time numbers are increasing. The Friend's president, Beth Browne, was unable to attend but provided a written report that was shared with the board.

II. Items for Approval

A. Minutes

Due to lack of a quorum, the vote to approve the minutes was deferred until the August meeting.

B. Financial Statement

Due to lack of a quorum, the vote to approve the financial statement was deferred until the August meeting.

Ms. Jones stated that the financial statement is up to date for the new fiscal year.

III. Decision/Discussion Items

A. New Director Information

Ms. Merrill provided an update on the new Director, Jessica Jeffers. She will attend HR training on August 1, and her first day will be August 8. Her first week will include meetings with the IMT, and a tour to meet branch managers and City Officials. The Board will send out a biography about Ms. Jeffers to the staff before she starts.

B. Board Committees

Policy:

Ms. Hood emailed Bobby Cook to look at the 1st amendment audits. He encouraged the library to follow the training provided.

Budget:

The budget is set up for the beginning of the fiscal year.

Planning/Development:

The committee met and began planning the next steps for the Strategic Plan and Technology Plan. They will meet with Ms. Jeffers as soon as she gets settled.

Objectives:

The committee will meet with Ms. Jeffers in the next month to set the Objectives for the year.

IV. Reports

A. County Commissioner

No report was given at this meeting.

B. Buffalo River Regional Library

Ms. Bryant passed out an update from BRRL. She highlighted the Trustee Workshop will be held at Brentwood this year on Tuesday, October 4. The new state librarian, Jamie Ritter, will begin on Monday. There was some discussion about the Trustee Certification Program and orientation for the Trustees to the Board.

C. News from Other Libraries

Ms. Moore updated the Board on Brentwood Library. They do not have a July meeting, but they did have a special called meeting to vote on an Architect for their upcoming project. Ms. Moore also visited Lobelville Public Library in Perry County and was encouraged by their programming and their summer reading.

D. Foundation

Ms. O'Conner expressed thanks for the board members who stopped by the Art Show. Twenty-eight students participated and 22 attended that night with their families. She appreciated the help of the staff in pulling off the event. All branches are doing fantastic with summer reading and the live performances have been a hit.

The Foundation's Strategic Plan is close to being complete. The Foundation wants to make sure their priorities are in line with the goals of the new director. They have identified four priorities so far: Restructuring the Board, Financial Sustainability, Community Awareness, Support for Summer Reading including live performances and the art show.

E. Friends

Mr. Miller highlighted the popularity of the coupon in the summer reading program. It has brought lots of traffic to the bookstore. There is a book sale coming up at Main on August 19 and another one will take place in November.

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

Ms. Nicholson provided a programming narrative for the Board. The programs offered by the library received excellent feedback and the data gives good insight to guide future programs.

There is an open position in the Teen Room and two part time positions open in the Children's Department.

The number of cardholders is continuing to increase and the efforts to notify patrons in need of card renewals through postcards being sent out was successful.

A retirement home has reached out to explore a partnership with the library, possibly including a book talk.

G. Board Chair

Ms. Merrill expressed appreciation to the IMT and all the hard work they have done during this interim time. They have exhibited teamwork, have been proactive in solving problems, and are great communicators. The Board deeply appreciates each IMT member.

The next board meeting will be held at Main on Thursday, August 18, 2022, at 4:00 p.m.

Adjournment

Ms. Moore moved to adjourn, Ms. Baggett seconded, and the meeting adjourned at 4:46 p.m.

Board Secretary Amy Baggett took the minutes, and the Board's Leadership Team reviewed them.

Amy Baggett