

SUMNER COUNTY LIBRARY BOARD OF TRUSTEES AGENDA

July 13, 2022

Call to Order

Introduction of guests

Approval of meeting agenda

Approval of minutes of the meeting of May 11, 2022

Report to the board by Leah Dennen

Discussion of Library Software and update on Library Website

Committee Reports

Update on the Strategic Planning Meeting

Schedule meeting for selection of new Trustee

Report of Executive Director April Mangrum

Other Reports

Red River Regional Library Director's Report Cecilie Maynor

Library Financial Administrator's Report Jim Young

Portland

Westmoreland

Millersville

Hendersonville

Gallatin

New Issues

SUMNER COUNTY LIBRARY BOARD

May 11, 2022

MINUTES

Present Trustees:

Dan Toole, Vice Chairman
Jane Wheatcraft Secretary
Beth Popick Treasurer
Anita Ellis
Beth Key
Bruce Carter
Donna McFarland
Absent:
Ronnie Fox Chairman
Jackie Wilber
Dennis Cary
Ann Whiteside

Others Present:

April Mangrum, Executive Library Director
Lauren Rippe Westmoreland Director
Gabby Cato Gallatin Director
Sally Ream Portland Director
Allan Morales Hendersonville Director
Jim young Library Financial Administrator

1. Call to Order

Dan Toole, Vice Chairman, called the regular bi-monthly meeting of the Sumner County Library Board to order, Wednesday, May 11, at 3:35 P.M. in room 112 at the Sumner County Administration Building.

2. Introduction of guests

Dan Toole welcomed guests Mary Ann Jordon, Chair of the Regional Board, and Mr. John C. Isbell

Mary Ann Jordon wanted to say Thank You to everyone. She is making her rounds to all the boards. Also appreciated what everyone has done to help through the years. Good luck to everyone.

3. Approval of Agenda

Dan Toole asked for a motion to approve the meeting agenda. Jane Wheatcraft, Secretary, made a motion to approve the agenda and the motion was seconded by Bruce Carter. The motion passed unanimously.

4. Approval of March 9, 2022 Minutes

Jane Wheatcraft moved to approve the March 9, 2022, minutes of the Sumner County Library Board. The motion was seconded by Beth Key. The motion passed unanimously.

5. Report to the board by Leah Dennen:

Leah Dennen did not attend this meeting.

6. Discussion of Library Software and update on Library Website by Dennis Cary:

Dennis Cary was absent. Executive Director, April Mangrum, explained as far as the website and transition to one card system, we are still in Beta testing. We are testing it in one location; we are still have some issues. If it is a simple checking in and out, that works great, but when there is a fine or with a child checking out an adult theme, or different levels of categories, then we are running into some complications. Because for years we have had five different libraries cataloging in different ways we are still working on meshing all the files together. With the Summer Reading Program taking a large amount

of everyone's time it has slowed the work on development of the one library card for the system.

7. Committee Reports: Update on the Strategic Planning Meeting

Dan Toole reported that Chairman Ronnie Fox called a meeting on April 26 to follow up on the strategic planning meeting held March 30, 2022. The attendees of this meeting were Ronnie Fox, Dan Toole, April Mangrum, Cecilie Maynor (joined by phone), and Megan Lange (to take notes). Dan noted this will not be a 2-to-3-month project, but will be closer to a 2-year project. Ronnie gave Dan a book regarding strategic planning (Strategic Planning and Management for Library Managers). This book can help give us a road map about how to proceed. Dan recommends all the board members look through the book to get an understanding of the strategic planning process for libraries. The book talks about how it takes a lot of people in the community to develop a plan. The board cannot do this by ourselves. We will need directors, staff and people from the community involved. Patrons will need to help us understand what they want and how they want to see the libraries develop as we move forward.

The final make-up of the committee will be three board members. Dan will serve as the chair along with two more board members. The board members will need to be very committed to the project. This may require meeting once a month until it is done, possibly up to two years. It is a very involved project.

April Mangrum suggested we may need up to five board members who are willing to commit a lot of time, energy and effort into helping us create this strategic plan. This will be our living and breathing document on how we will be operating the libraries moving forward. It will take us a while to build it, but once we get the foundation done correctly, we will continue to update and revise the plan as needed.

Dan mentioned that all the directors are involved in the summer reading program and we will wait until August to have the first meeting to get organized and then begin our monthly meetings in September.

8. Election of Officers for 2022-2023:

Ronnie Fox had asked the current officers to serve another year. All agreed to do so. Dan Toole asked if there were any nominees from the floor before he asked for the motion to close the nominations. No additional nominations were made. Dan Toole asked for a motion to close the nominations. Beth Key motioned to close the nominations; Bruce Carter seconded. Nominations are closed. Passed unanimously. Beth Popick motioned to elect officers by acclamation, listing the current officers. Anita Ellis seconded the motion. No discussion. Motion passed unanimously. The officers for the 2022-2023 are:

Ronnie Fox Chairman

Dan Toole Vice Chairman

Jane Wheatcraft Secretary

Beth Popick Treasury

9. Report of Executive Director April Mangrum:

For starters, all of your packets have a shark bracelet and you are welcome to keep it if you like and wear it. Whenever people ask "why are you wearing a shark bracelet?", you can start telling them about the library summer reading program and how exciting The Oceans of Possibilities are going to be and it just gives you a way to start that conversation. You'll learn more about it shortly. If you do not want it then just leave it and we will pass it on to someone else to help us spread the word. The rubber ducks are just for silly and fun.

We also have in the folder the Public Library Service Agreement from the State. I will come back to that in a few minutes. Cecilie Maynor is not here, so she sent me her report and asked me to present it.

The next item that you have is this year's fiscal budget. This is for the 2021-2022 fiscal year budget as of March 2022 and is the most recent that has been completed by the Finance Department Just so that you're not confused whenever you look through the budget sheets, the numerical codes are in the order assigned by the financial department showing the categorizes assigned to us. The location codes are 6100-6500. They were set for each of the libraries when the libraries were created. That is why

everything that has to do with the budget may seem in a strange order.

The other packet is what was given to the budget committee for the budget hearing yesterday. Jim Young can tell you about it.

Jim Young gave his report. The budget you have is what we presented to the Budget Committee. The Budget Committee will review it along with all the other departmental budgets they received yesterday. The Budget Committee met yesterday and I think they will also meet today. We do not know if they will accept the budget or send it back for revisions. With the salary survey that is being done and the cost of living raises it has created a lot of questions for all the departments including the library. Once the Budget Committee approves the budget it goes to the County Commission for final approval. This is the best information we have at this time and it may change as it goes through the budget process.

April Mangrum continued, if you have any questions feel free to ask me. There was a lot of confusion between the finance department and me in preparing the budget for this year due to the salary survey and increases in salaries. Many of the department supervisors had questions about salaries for the upcoming year. So, what we submitted ended up being less than what we were originally asking for back in March. We have had a lot of changes in the past two months.

Jane Wheatcraft asked how to find out how much each director is making. April Mangrum stated that there is a detailed worksheet that has every person's name and every amount each director is earning. You are welcome to meet with me anytime. I'd be happy to talk with you.

There are a lot of fun pictures to see in the packet. We have had a very busy two months. It has been a lot of fun and very exciting. I am going to give the directors a chance to talk in a minute. There are different pictures for each library. For just a highlight, we have been getting national recognition on social media for some of our libraries. Way to go Portland and Hendersonville. That is awesome. We have been having a blast getting ready for the Summer Reading. We have also had such success in Gallatin with the Wiggles program. We have had to add to it and we have had to grow the numbers. Millersville and Westmoreland have launched brand new programs, as well, and they are having a great turn out. My family absolutely loves this. The Steam-onauts program, which focuses on science, technology, engineering, art, and math. The STEAM programs, they are doing a fantastic job with that.

I got to go to the Tennessee Library Association meeting in Knoxville. I was honored to be one of the speakers. I talked about the impact of Community Partnerships 101. It was a huge success. I presented with Cindy Matthews. We got conference recognition which was pretty exciting. It was a wonderful conference; I learned so much. I had the opportunity to network, and make connections with many of the other librarians in the State. The Gallatin Friends of the library insisted upon paying to send Gabby Cato, so they paid for her registration and her lunches. She rode and roomed with me since I had already had that paid for. It was nice having an extra set of hands especially with the presentation.

The Hendersonville Friends of the library just raised nearly \$9,000 in their book sales. That's a new record. Jane Wheatcraft, is the president of the Hendersonville Friends. The success was also in part due to a lot of help from their new director, Allan Morales. He has been doing a phenomenal job. If you look at the third page down, you can see lots of fun pictures of programs and staff.

We also have fun pictures of Gallatin, Hendersonville, Millersville, Portland and Westmoreland. They are in alphabetical order.

Westmoreland Library had a spring open house. It was a pre kickoff to the summer reading. They had a great turn out and it was a lot of fun. They got a head start on their registration and the kids who participated in the early registration will get a free snow cone on their first kickoff day for summer reading.

We are excited about summer reading and all the libraries joining forces and working together. We have been able to get great discounts on our supplies, on our performers and we're able to offer so much more than we've ever been able to offer when paying for the items separately. Every library is going to

have a costume character. Every library is going to have a science show. We have gotten multiple discounts on a couple of presentations for some animal shows. Every library is unique and different. The decorations and the interpretations each library have taken of "The Oceans of Possibilities" theme, is just magical. It is hard to describe the scene when you walk into the Portland Library. You are walking into this cave of wonders that is an underwater sea cave that even has sound effects and ocean waves. Portland received national recognition.

While we have a lot of the same prizes and a lot of the same presenters, it is all so very unique. It is going to be such an incredible experience. It will get kids, adults and teens reading and excited about reading and staying involved. It is going to get them coming to the library.

Super excited about Buddy Bones. Can be in funny poses and will become a part of our library crew. We have had a lot of fun with him and there is more fun to come. Because our libraries are so incredible, we are wanting to encourage our community to travel around and see how amazing all these libraries are. We want them to be part of the community as a whole. We are going to be rewarding, as an extra side quest, on top of the reading part. If they choose to take on this quest, we have a pirate map where they can go to all five libraries and at each library, they get a stamp for being there. Once they have gotten a stamp at all five, they are rewarded with pirate booty. There is a pirate treasure for adults, it is going to be a Sumner County Library System swag bag with some great logo stuff. For kids, it is a whole story that goes along with Buddy Bones and his lost treasure that has been eaten by a shark. We are creating a video that has taken place at every single location. The children's prize is a slap bracelet shark that is holding Buddy Bones' treasure chest. Inside is real pirate gold. It is a really exciting project for kids and a way for families to stay in Sumner County for their travels and their summer. It is a staycation, but they get to go and explore these new worlds at every library.

We have the rubber duckies and some delightful glasses to have a picture of the board members, the directors, and Buddy holding library books or various things that Megan Lange could use to promote on our Sumner County Facebook page. Put a face with the faceless board. People don't know the board members that are behind the scene. This is a way the public can see who are making the decisions.

Suggestion by Beth Popick: maybe in each city that the libraries are in, come up with other activities that are in that area. Then parents can have a list of activities. Families can go to the library and then we can do this or that. Such as, this is the kind of food we can get here, then those community members are involved as well.

How long does summer reading lasts? The core time is June. Everybody is doing everything in June. In July, we still have some going strong and some that they are pretty much done, but they will still accept and reward as things pop up. We will have more concise information soon. Trying to get a calendar that will have everybody's big events on it that we can have at the libraries.

Are we going to promote the Summer Reading program in the school system? We would like to, but next year will be better. We will have better connections. This year we have our own schools that we normally reach out to and make connections with, so we will hit some of them, but we are not going to do it on a big scale. Next year we will be able to hit it on a bigger scale. After some results, we are going to sit and try to figure out what worked, what didn't, what can we do better, and we can make better plans for next year.

10. Other Reports:

April Mangrum reported for Cecilie Maynor, Regional Director. The other item that is in your packet is the signed Public Library Service Agreement. That's the same sheet that we sign every year that talks about what the Board commits to doing with the State, and the Region commits to doing. Cecile wanted to highlight that there are some training sessions, such as, space planning, technical services, roundtable, and working with your county that are available before year end. The Library Training tracker is coming up at the end of the fiscal year, so we will have to review that and will they still send out reminders in June. In regard to the Tennessee Trustees Certification Program, the Region would really like to see all board members complete the program before July 1st if at all possible. Dennis and Ann have not yet completed it. It will really make a difference towards helping us get funds for the tech grant and it is all

something you can do online you just click the link. The new tech grant application is open, but it is not due until July 17th, so we got lots to talk about and we are going to need Dennis in I.T. on that. Cecilie included a list of partners that works with public libraries, . I will email that out to various organizations that would like to work closely with the public libraries in Tennessee. There are a lot of great programs and people that are wanting to reach out and partner with the libraries. Those are great opportunities for us.

The State Librarian, Chuck Cheryl, retires on June 4th. The Regional Board met for the last time in April. We appreciate Shelly and Ronnie's commitment to the regional Board. A quarterly board chair meeting will be held on August 8th at 1:30 at the Red River regional, the topic is Powers of the Chair and Working with the Director. An invitation will be sent to Ronnie in July.

10A. Library Financial Administrator Report Jim Young:

Reported earlier in meeting.

10B. Westmoreland – Lauren Rippy:

We are going strong. When I started back in December, we had one program and only one-story time, and right now we are averaging about four programs a week. Excited and getting momentum. Our friends are helping a lot, so things are going well.

10C. Millersville – Tess Peters:

Same as everyone else, getting excited. New update on the storybook trail, just yesterday the city installed our signposts. We are one step closer.

10D. Hendersonville – Allan Morales:

We just finished a large semiannual sale, biggest one ever. That was great. The Friends worked really hard on that. Getting ready to put on the summer reading program. We are in the process of bringing on new staff as well. Hoping to hire 5 to 7 new staff and start seeing them as early as next week.

10E. Gallatin – Gabby Cato:

We are in a lot of summer prep. Got the best prices we have ever had. Something for adults and children. Our mobile libraries van is going strong. We are doing two locations a day, sometimes, which means that we are in three locations technically. Excited about summer.

10F. Portland – Sally

We have gotten programs for all ages at our library. Paula is getting involved. We are doing a murder mystery. It is only going to be 20 people because that's how many characters are in the story. One of our staff is pregnant. She will be out. Thought we had a replacement, but she is out with a bad back.

11. New Issues / Discussions: None

12. MOTION TO ADJOURN:

Dan Toole asked for a motion to adjourn. Jane Wheatcraft made a motion to adjourn and was seconded by Bruce Carter, motion passed. The Committee adjourned at 4:29 p.m.

Minutes prepared by: Suzie Troutt

Jane Wheatcraft, Secretary