

# **SUMNER COUNTY LIBRARY BOARD**

**November 9, 2022**

## **MINUTES**

### **Present Trustees:**

Jackie Wilber, Chairman

Beth Popick, Treasurer

Beth Key

Anita Ellis  
Debbie Martin

Joanna Daniels

Beverly Hyde

### **Others Present:**

Anita Lamberth, Portland Library Manager

April Mangrum, Director of Libraries  
Allan Morales, Hendersonville Library Manager  
Gabby Cato, Gallatin Library Manager

Cecille Maynor, Regional Director  
Amy Corbitt, Millersville Library Manager

Lauren Rippey, Westmoreland Library Manager

Jim Young

### **Absent:**

Ann Whiteside

Bruce Carter

Caitlyn Haley, Regional Library Asst. Director

Ben Allen

---

### **1. & 2. Call to Order & Roll Call:**

Jackie Wilber, Chairman, called the regular bi-monthly meeting of the Sumner County Library Board to order, Wednesday, November 9 at 3:33 p.m. in room 112 at the Sumner County Administration Building.

### **3. Introduction of guests:**

Chairman Wilber asked everyone at the table and in the room introduce themselves since there are some new members.

### **4. Approval of Agenda:**

Jackie Wilber, Chairman, asked for a motion to approve the meeting agenda. Beth Key made a motion to approve the agenda and the motion was seconded by Beth Popick. The motion passed unanimously.

### **5. Approval of minutes of the meeting of September 14, 2022:**

Beth Popick moved to approve the September 14, 2022, minutes of the Sumner County Library Board. The motion was seconded by Anita Ellis. The motion passed unanimously.

### **6. New Business:**

#### **A. Selection of the Chairperson:**

Beth Popick made a motion to appoint Jackie Wilber as the Chairman of the Library Board. Jackie Wilber accepted the appointment. The motion was seconded by Beth Key. The motion passed unanimously.

### **B. Selection of Vice Chairperson:**

Joanna Daniels inquired on the duties of the vice chairperson. Beth Key made a motion to appoint Beth Popick as the Vice Chairman of the Library Board. Jackie Wilber agreed she would support Beth Popick as her Vice Chairman. Beth Popick would accept the appointment as long as the commission renews her term. The motion was seconded by Anita Ellis. The motion passed unanimously.

### **C. Selection of Secretary:**

Since not everyone on the board was present, Beth Popick made a motion to defer this until the January meeting. Joanna Daniels seconded. The motion passed unanimously.

### **D. Gallatin Friends of the Library Request:**

Longtime employee Mildred Cornwell passed away. With the funds that were received in her honor, we would like to build a wall dividing the meeting room and the employee lunch room. Friends of the Library wanted a big project to do in her honor and this is it. The quote has already been approved, but the library must have permission from the Board to make a change to the building. This wall is much needed since the bookcases used as a divider do not give much privacy to whomever is using the meeting room or to whomever is having lunch right now. Beth Popick made a motion to approve the change to the building and the motion was seconded by Beth Key. The motion passed unanimously.

### **E. Portland's 75<sup>th</sup> Anniversary:**

Anita Lamberth was looking into the history of the Portland Library and found a 50th anniversary announcement. So now we know that on November 6<sup>th</sup> (1947) the library was 75 years old this year. Since this was found arrangements are being made for a celebration. Invitations have been sent out. A reception will be held from 3 to 7 pm on Friday, December 30<sup>th</sup>. Dignitaries will speak at 5:00. The staff is excited and putting together a slide show.

## **7. Old Business:**

### **A. Update on Gallatin Library's flooring issue:**

April Mangrum gave the updates. Gallatin Library was built 15 years ago. Carpet is now buckling in places and has become a trip hazard. Funds are still available, just in a different line item. Getting bids for carpet. Money is still earmarked for carpet. Upstairs and the children's area are the most important. Joanna Daniels asked where in the budget. April Mangrum explained it is in Capitol Expense for County Expenses. It is a County Executive line item.

### **B. Update on MOE:**

April Mangrum gave updates on the MOE which stands for Maintenance of Effort. This is a requirement from the State. This is an agreement where everyone who says they will continue to give what they have agreed to give. There was a calculation error on the first one. So this updated one is getting resigned by everyone and sent back in.

April continued to explain what the State provides. Such as training and money for books, and provides thousands of eBooks, etcetera. The Tennessee Electronic Library is a huge gift for our libraries.

### **C. Update on Hendersonville's additional hours:**

April Mangrum gave this update: Hendersonville mayor wants more Friday hours. Right now this is being put on hold until we can get more details on what the city and county truly want. Then we would need to see what finalizing it would cost.

## **8. Reports:**

### **A. Personnel Committee:**

Jackie Wilber, Chairman, discussed the renewal of Beth Popick. She is the only Gallatin representative we have at the moment. Sending the request to the committee.

Now we have a process to interview people who want to serve. A few years ago, the Library Board did not have bylaws or really any process to get people on the board. It was more word of mouth. There was discussion on maybe a special called meeting or it will be in the January meeting to discuss the current bylaws so everyone is aware of them.

**B. Director of Libraries, April Mangrum:**

September was National Get a Library Card month. Pictures were taken. In the month of September alone, we made 609 new library cards. Very exciting. Have 89,660 card holders at the moment.

We welcomed Amy Corbet in joining our team in September/October.

October 16<sup>th</sup> was her son's 7<sup>th</sup> birthday. Mildred Cornwell always gave her a Boss's Day card and that when she learned of that holiday. She was not expecting a card since Mildred had passed. She was very touched when Boss's Day came around and she received a card waiting for her.

Did training with staff of all 5 libraries. Had 50 that could make it out of 62. Great fun, team building and learning time.

November calendar is ready. Get Caught Reading month. Get a mug if "caught" reading at any locations. Been catching a lot of people reading.

Homeschool groups are going to all the libraries. Going great. Providing something different from all libraries for the homeschool education. Tallon is a 6<sup>th</sup> grader who is homeschooled. She considers the Portland Library her "school". Portland Library gave her an awards ceremony for having read the most books over the summer and for reading the most books in the state and received a scholarship. She received this same award while in elementary school.

Had many things going on the last few months, such as, Bingo Programs, Fire Safety Week, and Supporting Local Schools.

Gallatin Library was open for Halloween on the Square which fell on a Monday this year. Gallatin Library is normally closed on Mondays. With help from The Friends of the Library, some county commissioners, and some shift changes, we had the building open for trick or treating, bathrooms, and parking for the activities on the square. Over 1400 people were reached.

Portland Library did a Trick or Treating activity the previous Saturday and had over 250 in the building at one time. It was packed and fun.

Hendersonville Library did a Murder Mystery which turned out great.

Millersville Library has their children's librarian that used to work for the Adventures Science Center. So now they have a STEAM based homeschool program that has been going great.

Westmoreland Library has been making 49 cards a month consistently for the last 3 months. They are always packed with children. They do not have a room big enough for them.

**Annual Report:** April gave an outline when she first started. It is online if interested. Programs and attendance are growing tremendously. Accuracy in statistical data is being reported better with meeting more. Monthly reports are combined and sent to the state. Standardized the pay scale for all employees. Improved payroll timekeeping and accuracy. Implemented a community first culture. We serve the community better. Saved the county funds with improved stewardships by utilizing discounts and shared resources. Have saved over \$2,500 alone just in membership licenses and performers. Improving our working relationships between libraries and county offices. Minimized waste. Evaluated need assessments on every vacancy. Working together to help with the State Standards. Increased the training of the library staff. Hired a Sumner County Library Bookkeeper, Susan, which has improved relationship with county offices, especially the finance department. Relationships with our regular vendors have improved which have led to her being able to consistently produce discounts for us. We have established a branding kit and standardized professionalism with our social media accounts. We've increased and improved our

communication with the public. Improved the customer's experience with checkout being at all the libraries. You can use your current library card at all libraries. Improved our communication with each other with weekly meetings. We have done all of this to help our community without increasing the funds. Have saved our community roughly 6 million dollars per year.

April announced she will be leaving the Library Board. She will be emailing her Director of Library resignation letter. December 2, 2022, will be her last day. She was thanked for all she had done. Well wishes from everyone. April was called to a job she was not expecting and can now be home with her family.

**C. Red River Regional Library Director, Cecille Maynor:**

This Board has done an impressive job on getting everything organized.

Training plan for Fall and Spring. Let new members know that they need to do or learn. Board meeting Monday for new Chairman Jackie Wilber. Helps train and inform new board members.

State funding of \$32,057 for libraries materials only and Federal funding is \$7,644.  
Will reach out to all new members.

**9. MOTION TO ADJOURN:**

Beth Popick made a motion to adjourn and was seconded by Debbie Martin, the Committee adjourned at 5:23 p.m.

Minutes prepared by: Suzie Troutt