

SUMNER COUNTY LIBRARY BOARD

July 13, 2022

MINUTES

Present Trustees:

Ronnie Fox, Chairman
Dan Toole, Vice Chairman
Jane Wheatcraft Secretary
Beth Popick Treasurer
Anita Ellis

Others Present:

Caitlyn Haley, Regional Library Asst. Director
Shelley Ames, Regional Library Board
April Mangrum, Executive Library Director
Diane Johnson Hendersonville Director
Lauren Rippy Westmoreland Director
Tess Peters Millersville Director
Suzie Troutt
Ann Whiteside
Bruce Carter
Jim Young, Library Financial Administrator

Absent:

Jackie Wilber
Beth Key
Leah Dennen
Ben Allen
Dennis Cary

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

Ronnie Fox, Chairman, called the regular bi-monthly meeting of the Sumner County Library Board to order, Wednesday, July 13, at 3:31 P.M. in room 112 at the Sumner County Administration Building.

3. Introduction of guests: None

4. Approval of Agenda:

Chairman Ronnie Fox asked for a motion to approve the meeting agenda. Dan Toole made a motion to approve the agenda and the motion was seconded by Ann Whiteside. The motion passed unanimously.

5. Approval of minutes of the meeting of May 11, 2022:

Bruce Carter moved to approve the May 11, 2022, minutes of the Sumner County Library Board. The motion was seconded by Dan Toole. The motion passed unanimously.

6. Report to the board by Leah Dennen:

Ronnie Fox stated that Leah Dennen announced in the budget committee that she is retiring from the county August 31, 2022, but she will be on "as needed" until December 2022.

7. Discussion of Library Software and update on Library Website: None

8. Committee Reports:

A. Update on the Strategic Planning Meeting – None

B. Schedule Meeting for selection of new Trustee – Dennis Cary (At Large) is resigning as Trustee.

9. Report from Director of Libraries April Mangrum:

Presented pictures for everyone to see. Shows the different programs. Had so many adventures and performers. Gallatin had a big snapping turtle just wander into their Water Wonderland. That made the news. Hendersonville's coordinator and staff moved all the books in a section. Community Gardens have been going great. Every library has had a costumed character come visit. Had Science shows, animal shows, race rubber duckies, and magic shows.

The Legend of Buddy Bones is kicking off strong in July. For July only, if you Travel and Sail the Seas of Sumner County. When you visit each library, you get a stamp on your map. When it is completed, turn in your map for a special prize. There is a video series that is only 30-45 seconds that is uploaded on Facebook. It is similar to a serial. Every Saturday a new episode will drop. It is The Adventures, The Legend the Buddy Bones. It has all sorts of ridiculous footage from all the staff from May. We are going to be uploading fun little promotional videos to get people hooked and keep them coming throughout July. June is always busy, but July is when people start slowing down due to the heat.

Calendars that show almost every single event that we have had and in every single library through the summer of June and July. So, one is June and one is July. When we printed those out, we had the most up to date information. It is all color-coded and it is great when somebody says "oh I missed the mermaid" then they can see she is going to be at the other library next. It has been great to be able let people know if they cannot make it to something this coming Friday, that is OK there is going to be another adventure over here at this library. Families have been traveling across the country visiting every single library, getting their prizes, and just attending the programs and having fun. They seem to be enjoying and learning more about the libraries around them

Discussing the budget. it has been a very stressful time at the beginning and end of the fiscal years. The most recent numbers for the year 2022, as far as our ending numbers, technically the books are not closed on that year yet. This is as accurate as we can have at the moment for year 2022 and we have spent 91% of our budget 91.3% of our budget total which was pretty awesome. We did try to make sure everybody got something. From the ARPA grant and a few others, we got \$51,590.21 worth of free stuff. We were able to buy some books and some little extra items.

\$75,000 was supposed to be for the façade of Gallatin library building. We had a company that said they will clean that façade for you for free. We just want to promote it and get our name out there. Will do it for free, but we cannot do it until March. So, we needed to hold on to those funds in case things fell through and they couldn't do it. In the meantime, we kept asking everywhere if we could or are we allowed to spend this \$75,000 on carpet instead of cleaning the façade. Finally, after a lot of back and forth between budget and various departments we finally could try to get quotes. The County Mayor, Mr. Holt, did make a big stand for us and he got us the \$75,000 so we can take care of the carpet at the Gallatin library.

(Ronnie Fox) The data processing under the regional estimate of expenses in the first column shows data processing services \$32,000, but then they revised that to \$4,100. Now the rest of that is paid out of IT departments budget. So, everything that was budgeted for us, actually we got to buy that through IT so we got to utilize all those funds. There is probably close to \$50,000. It doesn't show up in our budget, that's now under the IT department. We did get this; we just spent all that money and got the benefit of the computers, other things, and it just went through IT's so it makes it a little bit confusing.

This fiscal year was tough. We sat down and worked with the library directors just trying to sort out what we are going to need estimated. We have nearly 300 line items that we have to show every single thing. So, instead of having this one sheet that you guys get to see, we are actually dealing with six workbooks and nearly 300 codes. Our bookkeeper is earning her money. Also, I am just going to give you the one sheet because it's a lot easier to refer to, however, if you want individualized budgets, we can have those. They do put them on Sumner County website every month. List of everything that has been spent. The operating expenses are the same as the previous year.

The County gave all the departments a 4% increase for all employees full and part-time. That is including the libraries. The salary survey that was being done, the county took that company's recommendations

for each department. They were hung up with the libraries. It was our titles. Up to this point, titles have been free and it didn't really fully mean anything. Now titles mean something. The company was really concerned about the fact we had Executive Director, Library Directors and Operations Managers. They said you have built in more tiers of management and this is going to cost us so much more. After a few meetings, we explained what our Operations Manager is and they said that is a coordinator. So call me what you want. So an Operations Coordinator would go along with a mobile library coordinator or outreach coordinator, so all of those would be coordinator positions. So they assigned a class number to every title, every job, and then they changed the titles for a lot of them. So instead of just a library clerk, we have Library Clerk One and Library Clerk Two. Clerk Twos are typically more of a children's assistance or employees who do specialized jobs. We have someone who has specialized training as a graphic designer who does artist drawings for the libraries. That is also deemed a Clerk Two.

Monday night we were asking for them to allow us to have the amount that they calculated for us which is an additional \$145,058. I also asked them to let us have a special exception. They did permit us the flexibility. Since there is not a net increase and provided that it's good with the board chairman, myself, with the finance director, the HR department, and the salary survey people. I have a new base rate proposal. This helps us set up to have equality and fairness for the future. As long as we do not exceed \$145,000.00, the budget committee is ok with it. With this proposed plan, everyone will be on the same ground with pay.

Ronnie Fox stated that per the salary survey recommendations, these titles and classifications that we need to use so we will be consistent to what the recommendation of the County Commission is. These are the titles we must use now.

Still going to try to raise our new base rate. The question was asked if the titles were industry standard. Yes, as close to standard.

10. Other Reports:

A. Westmoreland-Lauren: Summer reading was going well. Extended through the end of July. Had over 80 kids signed up and involved. Over 500 kids in total attendance through the different events. Did a survey and received some great feedback.

B. Portland-Sally: Leaving on September 30th for new adventures. Anita Lamberth will be taking over. Had close to 100 at every children's event. Adult program has been going great also.

C. Millersville-Tess: Doubled the number of programs. Quadrupled the attendance. Still going strong.

D. Hendersonville-Allen: Great attendance. Over 100 at most of the Saturday activities. Redid the entire bottom floor. Planning for fall.

E. Gallatin-Gabby: 389 participants who have logged in to read. Had big events on Fridays at the Farmer's Market. Great turnouts. Fully staffed now.

F. Red River Regional Library Director's Report-Cecilie Maynor: Thank you to Ann Whiteside and Bruce Carter for finishing certification quickly.

Gabby Cato and Allan Morales came to regional office for orientation. Great gathering. Lasted approximately 3 hours.

Regional Board has ended. Will now work with the Board Chairs. First meeting will be August 8th. Time is to be announced. It will be at the Regional Office, but there will be a virtual option too. Should only last approximately 1-2 hours.

Thank you for doing the Standard Survey. I will have a report in the fall.

We have a new I.T. person that works for the state, but Sumner County has their own I.T. Department.

New State Librarian – James Ritter. He is from Maine.

Trustee Workshop will be October 4th in Brentwood at the Public Library.

General reminder: Follow the Sunshine Law at all times. Stay as transparent as possible.

Technology Grant – so glad you are applying.

Caitlyn Haley: Training was good for everyone with all going on.

Honor Library Service Agreement. Make sure everyone is trained. Also, pay employees for mileage if sending for training.

Jane Wheatcraft asked: Can you bring training to the library?

In a way. We do have some hybrid options. There are online options if truly needed. We have 14 libraries in our area.

August 9th at the State Library will be the first training. It will not be hybrid.

Jim Young: Everything has already been said.

11. New Issues / Discussions:

Chairman Fox made a motion to change and approve the classes, descriptions, and positions of the employees of the Sumner County Library System based on the salary survey that was performed and approved by the County Commission. Jane Wheatcraft seconded this motion. All were in favor. The motion passed unanimously.

12. MOTION TO ADJOURN:

Ann Whiteside made a motion to adjourn and was seconded by Jane Wheatcraft, the Committee adjourned at 4:53 p.m.

Minutes prepared by: Suzie Troutt

Jane Wheatcraft, Secretary