

SUMNER COUNTY LIBRARY BOARD

March 9, 2022

MINUTES

Present Trustees:

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

Others Present:

Caitlyn Haley, Assistant Regional Director
Cecilie Maynor, Regional Director
April Mangrum, Executive Library Director
Megan Lange
Lauren Rippey Westmoreland Director
Tess Peters Millersville Director
Suzie Troutt
Jim Young
Anita Lamberth
Leah Dennen
Ben Allen

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, March 9, at 3:30 P.M. in room 112 at the Sumner County Administration Building. Ronnie Fox welcomed all guests.

3. Approval of Agenda

Chairman Ronnie Fox asked for a motion to approve the meeting agenda. Beth Popick made a motion to approve the agenda and the motion was seconded by Dennis Cary. The motion passed unanimously.

4. Approval of January 12, 2022 Minutes

Ann Whiteside moved to approve the January 12, 2022, minutes of the Sumner County Library Board. The motion was seconded by Jackie Wilber. The motion passed unanimously.

5. Discussion of Library Email Issues:

Ronnie Fox, asked who has been having email issues. Beth Popick and Jane Wheatcraft were both having some trouble. Dennis Cary informed everyone who needed any assistance to contact the I.T. Dept. from their personal email to: help@sumnercountyttn.gov or call 615.575.0511 and anyone who answers will be able to help.

6. Report to the board by Leah Dennen:

Ronnie Fox, recognized Leah Dennen the Sumner County Attorney. Leah Dennen stated the email situation is not Dennis Cary/IT Dept.'s fault. The State and Federal government, along with all the insurance carriers are requiring us to have this double log-in due to all the international hacking that is happening. We are one of the few counties that have not been severely hacked in the last year.

Leah Dennen discussed the Director of Hendersonville being separated from employment. There were a lot of reasons and Leah said it is not appropriate to discuss those reasons after the fact. If anyone has any questions, please call Leah.

The salary study being prepared for Sumner County was supposed to be completed by March 1, but now

is scheduled to be completed by April 1, since there are so many issues to be addressed. It may be the first week of May before the budgets are reviewed by the budget committee. Leah Dennen offered again that if anyone has any questions about what has happened, please call her and she will be happy to answer any questions she can. Ronnie Fox, asked Leah Dennen to stay for the discussion of the letter from Mayor Clary of Hendersonville.

7. Discussion of request by Mayor Clary regarding extending the hours at the Hendersonville Library:

Ronnie Fox began the discussion in regard to opening the Hendersonville Library on Friday. As discussed in previous meetings, the City of Hendersonville has agreed to pay half the cost up to an amount to be agreed upon in order to extend the hours of the library. The Sumner County Budget Committee has informed the Board the budget cannot be increased in order to expand the hours to be opened. The only way to do this is to restructure or rearrange the schedule.

A discussion was held regarding mailing out a survey to see what people would like regarding expanding the hours. So rather than just saying we will be open on Fridays, we will address the issue of what hours people want the library open. The budget seems to be the biggest problem. Also, if we do this, which is why Ronnie Fox asked Leah Dennen to stay, there would have to be a contractual agreement between the City and County. This cannot just be a one-time funding by Hendersonville but they would have to fund their share each year. Leah Dennen stated her and John Bradly, the Hendersonville City Attorney, had discussed an agreement in passing but nothing farther has been done. Ronnie Fox, suggests we take a look at the schedule and see what can be done. Some people may prefer more hours on Saturday than opening on Friday. A survey is the way to go to see what the patrons want. Leah Dennen did mention it may depend on the time of year as to how busy each library is. Ronnie Fox asked what would be the next step to tie this down between the Library Board and the City of Hendersonville. We would have to have an agreement of some kind. Leah Dennen offered to type up something between the Library Board and the City of Hendersonville. She just needs to know what the Board wants. The County Commission will need to approve it and the City of Hendersonville will need to approve it. Jane Wheatcraft stated the city is wanting something from this board stating the library will stay open more hours. Leah Dennen is worried a promise made by the Board regarding an extension of the hours may be something that the budget committee is not going to let you keep. The Board needs to find out what they really want and then take that to the Budget Committee. Jane Wheatcraft stated the Budget Committee is not going to care as long as the board is not asking for more money. Leah Dennen agreed. Jane Wheatcraft would love to have the library in Hendersonville open more if that is what the public wants. Jane says we need a survey and then see what the Board can do without having to have more money from the County. Leah Dennen suggested asking the colleges for help with the survey. There are some statistician students who would love to help with that. April Mangrum, Executive Library Director, stated there are a lot of methods, we just need to see what is feasible. Leah Dennen asked if Hendersonville makes a donation, can we treat this as a pilot program. Cecilie Maynor, Regional Library Director, said we can. A pilot program can be tried for 6 months if needed. Ann Whiteside asked who looks at rearranging the scheduling; April Mangrum would along with the Hendersonville Library Director. Bruce Carter suggested we make sure this is not just a one-year offer. April Mangrum said shifting the hours may be all that is needed. April said it would be after January 2023 before we can see what can be done. Jackie Wilbur asked if this money from the city can be considered as a grant. April Mangrum answered that it can be. Ronnie Fox stated he will get back with Mayor Clary to let him know we are working on this request.

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

Ronnie Fox asked about the status of combining the catalogs for each of the libraries into one catalog for the entire system and having one card we can use at each library. Dennis Cary stated it will not cost the libraries anything to do this. Gallatin Library is running a pilot test where you can look to see if a book is available and which library it is located at. This is available to the library employees and not to the public at this time.

The servers at each library are being replaced and upgraded. The directors all have access to the shared drive, so they can share files and folders. The IT Department will start working with the Board members

next so they can have access to the shared files. Ronnie Fox asked what is in the shared files. Dennis Cary responded it is where the minutes can be shared, stored, or edited within the files where everyone can have easy access.

9. Report of Executive Director April Mangrum:

April said fantastic things are happening. The directors are meeting every two weeks and this is working out great. Everyone is working together to learn. The directors reviewed the 2022-2023 budget together; we went over each line item in the budget. It was found that some libraries have line items that another library did not; such as funds to buy food and coffee etc. The budget is still being worked on at this time and has not been submitted to the Finance Department. The library is submitting a consolidated budget this year so the Finance Department is having to update their records. April is meeting with the Sumner County Budget Committee at the March meeting to answer questions regarding our budget and to get feedback regarding the preparation of next year's budget.

April discussed the preparation for the summer reading program. The directors are working together and sharing resources so that each library can have access to the same opportunities. Sharing resources helps offer much better programs and is a better use of our budget.

April is conducting interviews for the new director for the Hendersonville Library. There have been some great applicants. April introduced Megan Lange, the Out Reach Coordinator. Megan has help post the job description on the Indeed app which has been a great resource to attract potential candidates. April expects to have a decision made before next month.

Training on President's Day at the Hendersonville Library was wonderful. There were 14-16 employees that attended and we were able to do some cross training. This also provided an opportunity for employees to get to know each other better. Having a full-time bookkeeper is a Godsend. Susan working with the finance department has made the coding of accounts consistent and made their job much easier. April will be attending the State Library Conference in Knoxville. She will also be one of the presenters. This will be in the middle of the month, but she will still be working even from there.

There are some building repairs that are needed. Some are small things, but they are being corrected quickly. An anonymous donor is using the Friends of the Library to donate the money to repair the lighting in the Teen Section of the Gallatin Library; which is very much needed and appreciated. The Capital Expense Funds that were budgeted for pressure washing the Gallatin Library is not needed as a contractor donated his time and this was done for free. April is going to talk to the budget committee to see if we can move the funds that were designated for the pressure washing and use those capital funds for carpeting at the Gallatin Library.

Ann Whiteside asked if people can donate directly to the Friends of the Library. April Mangrum responded yes. Ronnie Fox commended April Mangrum on the amount of time she has put in and how greatly appreciated it is.

10. Report of Megan Lange regarding system branding and logo:

Megan Introduced herself and gave her work background. Megan presented the new logo for the Sumner County Library System (See attached). She pulled colors from all 5 of the library logos. The colors work well together and the color palette is very approachable when used on Facebook and on printouts. Megan also put together Brand Kits for each library and the Sumner County Library System. Each library has 6 or 7 colors that is used within its Brand. Each library has their own unique voice. Each director chose the colors they wanted to use for their library.

The fonts chosen are listed on the handouts. Script is used sparingly since it can be harder to read. Megan has attached some examples from the libraries. The goal is when you look at any of the libraries or the Library System pages, you see something that clearly says "oh that's the Sumner County Library System" or "that is clearly the Westmoreland Library". Directors can post their own information or send Megan what they want posted and she will post their events. April Mangrum explained that each library is still taking pictures and promoting their libraries, Megan is there to provide guidance, help clean up the wording, and help with their libraries as far as posting and using hashtags etc.

11. Personnel Committee report on new trustees:

Nothing to report.

12. Report of Beth Key for the Facility Committee:

Beth Key, Anita Ellis, and Dennis Cary served on the Facility Committee. They reviewed the State recommendation as shown in the Tennessee Standards for Public Libraries regarding the library facilities. They did a walkthrough of each library in one day. They put together a report summarizing their findings. A copy of the report is attached. Dennis Cary prepared a PDF file containing pictures of what they saw at each library and will send to Ronnie Fox, and April Mangrum. This will be sent to all the board members for their review.

April noted many of the items listed were being addressed, such as flooring and painting. Some of the branches do not have Panic Buttons or security systems to alert law enforcement. These are issues where Ronnie Fox, and April Mangrum, can get together and see if we can take care of this in house. Jane Wheatcraft mentioned how many "older" people are at the Hendersonville library and how it does not have an AED. Beth Key stated that AED's are on the list of things needed. Ann Whiteside mentioned that there may be an organization that can donate the AED's. Jane Wheatcraft asked if any of the libraries have an AED. At first it was believed that Portland Library had one, but Anita Lamberth stated that Portland does not have one. They had it in the budget, but that line was used to purchase masks and sanitizers. Portland employees went through the training and are certified, but then did not have the funds to purchase the AED. Jackie Wilbur asked if the list can be prioritized so the AED's are a top priority. Beth also said each library needs to develop a disaster plan. Jane Wheatcraft asked which, if any, libraries have security systems or panic buttons. April stated that there are different levels of security at the different libraries and the security issue is being reviewed to ensure the safety of the employees.

Beth Key stated that under the State Standards the review of the library facilities is recommended to be done every 3 years. However, Beth believes this is the first time this review has been done for our libraries. Beth Key said it is important to make sure the libraries are accessible to everyone. Beth Key reiterated the importance of the list and asked everyone review it.

13. Other Reports: None

14. Red River Regional Library Director's Report Cecilie Maynor: (Discuss Report of State Standards for 2021-2022 for Sumner County Libraries)

The Standard's report has been sent out to the directors and board members for the last fiscal year. The reports can be used to compare libraries of similar sizes. Sumner County may only have one report next year since it is a system now. Cecilie recommended we continue to do a branch survey to keep up with each library. Reports mostly share same response with similar setup. The evaluation by the board would be limited to the executive director now. Cecilie recommended the board review its Mission Statement and develop a Vision Statement. Cecilie pointed out the Standards are there to make the libraries better – not as punishment. This is for you, not the State Library. Cecilie believes this Board has come a long way.

Cecilie discussed the Core Competencies, which is an online program, and hope all employees will go through the training. All of the Westmoreland employees, except the director (which just started in December), has completed the training. April Mangrum, was so glad everyone is taking the training. She stated it is a fantastic resource. Cecilie Maynor agrees it is great for training.

Cecilie discussed establishment of the Tennessee Advisory Council for Public Libraries. The State Library is looking for a representative from our region. They will meet quarterly in the Metro areas.

Cecilie asked Ronnie Fox, when the Board combined all the libraries to be one system, did the County Commission have to vote to approve it? Ronnie Fox, replied Leah Dennen had told the Board it was a decision the Board had to approve in order for Sumner County to become a single library system and the

County Commission did not have to approve the change.

Caitlyn Haley, Region Library Asst. Director, spoke on what training is coming up. In March Children groups on virtual story times. How to be accessible and inclusive. April is Teens and Adults of Autism – How to serve them. May is Space Planning and will be held at the Dickson Library. A gentleman from New York will be making the presentation. The training will include how to make your space more welcoming and intentional, knowing where to place furniture to be more efficient. Cecilie Maynor added that in June they will have CTAS provide training on working with your county. Cecilie noted there have been more challenges and complaints about books; just keep an eye on that. Beth Popick, added that it happens in the school libraries also. On March 15 Cecilie will send out some new State Bills that are being reviewed that will affect the libraries.

14A. Library Financial Administrator's Report Jim Young:

A lot of the work has been done on the budget but it is not final at this time. The Finance Department is preparing a consolidated budget, but there are also budgets for each library so you can see the individual library budget. The libraries will be presenting a consolidated budget to the Budget Committee.

14B. Westmoreland:

Lauren Rippy, Westmoreland Director, hired a Children's Librarian, Angie Gross. She is a perfect fit.

14C. Millersville:

Tess Peters, Millersville Director, announced they have 2 new part-time staff members. One is a retired school librarian and one is a high school senior.

14F. Portland:

Anita Lamberth said things are going in the right direction. Last month to now, the circulation has doubled. Programs are going up, we had approximately 30 people for Bingo, where we usually have 10-15.

Extra:

Beth Popick, asked if the public libraries can connect or give school libraries information so kids and parents can know what is going on. Megan Lange will begin working on this idea.

15. New Issues:

Strategic Planning Meeting March 30 at 1:00 pm

Ronnie Fox reminded everyone of the strategic planning meeting. Cecilie has prepared the agenda. Think "big" type meeting. What can the library do to help Sumner County in the next 1, 3, or 5 years? Work with other non-profits? Ideas and implements to get started. Director of the Rutherford County Library is coming, so we can see how another large library is providing services to their community. They have five branches plus a Tech branch, which is a bookless branch, as well as a bookmobile.

Discussion of establishing a not-for-profit foundation

Ronnie Fox, mentioned about a corporation who may want to partner with the libraries to help with ongoing funding. We need to discuss setting up a private foundation where donations could be made to benefit all of the County Libraries. We would need to have an attorney involved to prepare a Charter and Bylaws. The foundation would operate separately and have its own board. Donations that come in would be tax deductible for the corporation that is giving the money. We would work with the directors and see how the money would go to support programs. There could be large dollar donations for the programs. We need to think about programs the contributors would want to support. The paperwork could be done in 60 days or less. However, setting up the operation and finding board members could take longer.

When you apply to the IRS for tax exempt status you receive a temporary approval. After 3 years you provide updated information and then you receive a tax-exempt permanent status for the Foundation. Money would need to come in to get it started from an outside source since the foundation would not be a government entity. The foundation would operate at arm's length from the Library Board, but the money raised would be for the benefit of the libraries. This is not where you are talking about having hundreds of dollars coming in, but thousands. April Mangrum said we do have some big corporations who may want to do this and have asked if we have a foundation. They have shown interest in donating to support the libraries and the community.

16. MOTION TO ADJOURN:

Jane Wheatcraft made a motion to adjourn and was seconded by Dennis Cary, the Committee adjourned at 5:07 p.m.

Minutes prepared by: Suzie Troutt

Jane Wheatcraft, Secretary