

SUMNER COUNTY LIBRARY BOARD

January 11, 2023

MINUTES

Present Trustees:

Jackie Wilber, Chairman

Beth Popick, Treasurer

Donna McFarland

Beth Key

Debbie Martin

Joanna Daniels

Beverly Hyde

Others Present:

Anita Lamberth, Portland Library Manager

Allan Morales, Hendersonville Library Manager

Gabby Cato, Gallatin Library Manager

Annie Corbitt, Millersville Library Manager

Lauren Rippy, Westmoreland Library Manager

Minutes taken by: Suzie Troutt

Absent:

Ann Whiteside

Bruce Carter - Resigned

Anita Ellis

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, January 11 at 3:32 p.m. in room 112 at the Sumner County Administration Building.

3. Introduction of guests:

Chairman Wilber asked everyone in the room, who are not with the library, to introduce themselves. Rose Bly, Ruth Fennell, Mayor Isbell, and Madison Lindsey were there.

4. Approval of Agenda:

Jackie Wilber, Chairman, asked for a motion to approve the meeting agenda.

Diane Johnson wanted to add to the agenda. Items to add: Discuss Transfers, Holiday List, Emergency contact list, Does April still have keys, who has keys for blue survey boxes, and get any keys not returned.

Joanna asked that voting be moved to March for Secretary and Treasurer. There will be more people to get a choice of those positions. Chairman Wilber stated that Bruce Carter resigned. There was a discussion about the request. Need to discuss with Caitlyn.

Beth Popick made a motion to approve the agenda with the additives and the motion was seconded by Diane Johnson. The motion passed unanimously.

5. Approval of minutes of the meeting of November 9, 2022:

Debbie Marting moved to approve the November 9, 2022, minutes of the Sumner County Library Board. The motion was seconded by Beth Key. The motion passed unanimously.

6. Communication from Chairman:

Informed everyone that Cecille Maynor's mother passed away in Norway. Everyone is sending their sympathies.

There were building issues from the cold. Frozen sprinkler and frozen pipe issues affected the Gallatin and Millersville Libraries. Amy Corbitt, Millersville, sent a schedule to where workers could go to other libraries to work while she cleaned on the library. Anita Lambert, Portland, greatly appreciated the extra help since their 75th anniversary was coming up. Amy also thanked Mary Beth Buri and her husband for helping with the cleanup. Joanna asked if an email was sent out for damage. Chairman Wilber answered Yes. Joanna suggests to send emails to the board for help.

Transfers are OK to keep the bills paid.

7. Discussion of Committees:

Personnel: Ann Whiteside, Beth Popick, Beverly Hyde.

Budget: Diane Johnson, Mary Beth Buri, Debbie Martin

Policies/Bylaws: Beverly Hyde, Ann Whiteside, Mary Beth Buri, Joanna Daniels

Facilities: Beth Key, Debbie Martin, Diane Johnson

Diane asked where Anita Ellis will fit in on these, at the time of that email, Anita Ellis had not responded. Beverly Hyde asked since we meet every other month, can we have a study session between meetings? Chairman Wilber stated that we can do that, but must be advertised and have an agenda.

Joanna Daniels asked aren't these committee's already meeting? Chairman Wilber answered there is no set schedule for these committees to meet. Joanna asked shouldn't that be in the bylaws? There were lots of discussion. Beth Popick described the process they went through to meet for special called meetings. Suggested maybe having a study session to get ideas ready for the regular board meeting.

Beverly Hyde made a motion to meet on the months of non-regular scheduled meetings, exempt for June and December, to have a round table meetings for discussion. Beth Popick seconded this motion. Motion passed.

Chairman Wilber will send dates to Khri in the Mayor's office for approval of room use and time.

Diane suggests that reports be given from the round table meeting if necessary.

Discussion over who and when to be there. Joanna wants to add June back or let the committee decide. Allan Morales suggested that if there are decisions being made, they, the library managers, should be involved. More discussion on this matter. Caitlyn reminded to always follow the sunshine law. Beth Popick suggested to stay at 2nd Wednesday of even months at 3:30. Motion stayed the same after discussion.

Joanna wanted to make sure that the committees still meet outside the round table as needed. Yes.

8. Old Business:

None

9. Election of Officers – Secretary and Treasurer:

Chairman Wilber asked for volunteers for Secretary and Treasurer for the board. Diane Johnson volunteered for Treasurer since she has an accounting background. Description of Secretary's job to see if anyone will volunteer. Mary Beth Buri was asked if she would be the Secretary. She accepted the offer.

Chairman Wilber asked for a motion for Diane Johnson as Treasurer and Mary Beth Buri as Secretary. Beth Key made a motion to approve the positions for Treasurer and Secretary. Beth Popick seconded. Motion passed.

10. Review of By-Laws:

Chairman Wilbur asked Joanna if she wanted to discuss about the bylaws now or if she wanted to wait until the round table meetings. Joanna answered that she would prefer to wait for the committees to meet. She believes it would be good for the Policies and By Laws committee to meet before that to do a draft. Then we can talk about it in February and then finalize any changes between February and March. Gabby asked that there be some things added to the Policies. She will email to all Board members. Chairman Wilber stated that Cecille and Caitlyn can help us with updated Policies and By Laws also.

11. New Business:

A. Discussion of Budget Transfers:

Diane Johnson believes the budget committee should meet first because there is money left in the system account. That money is still there. The Budget committee needs to see what has been going on and what is going on. Budget committee needs to meet with Finance. Then come back with recommendations. Beth Popick asked if we are still a System? Diane answered at the moment. That will be voted on. The County Commission is not happy with the System due to the decisions made 25 years ago. Discussion ensued.

Joanna asked that we stick to the budget transfers.

Library Directors need funds. Some are negative. Diane made a motion: The library directors have the authority to move budget dollars from one line item to another from within their own library budget. Beverly Hyde seconded the motion. Motion passed.

Anita Lamberth asked if the board would consider approving other transfers from the System account? Jackie has been approved for an emergency transfer. Diane does not have problem with that. Joanna wants a copy of all communications.

Gabby Cato asked to receive her raise. Lot of discussion from the newer members with Gabby Cato wanting her pay raise. Rose Bly, guest, stated she should get all her back pay. After a very long discussion. Beth Popick made a motion for the money of line item 105 from Portland be moved to line item 105 in Gallatin and to receive her raise and back pay from October 22, 2022, until today's day of January 11, 2023. Beth Key seconded. Motion passed.

12. Reports from Directors:

A. Millersville- Amy Corbitt:

Monday was the first day of staff, otherwise it was just her. Not sure of the final damages yet. They will be painting tomorrow. So much help showed up. David Gregory, commissioner, showed up to help. Tossed out 280 bags of candy for the parade. The children's part-time person did so much to help, but has now left. See handouts for more details.

B. Westmoreland- Lauren Rippy:

We are growing quickly. Outgrowing our building and using the space wisely. Elsa will be coming with snacks and activities. Hired a part time clerk who starts Saturday. Would love to replace Part-time with a Full-time employee. See handouts for more details.

C. Hendersonville- Allan Morales:

We have some new activities for all ages. Planning a murder mystery again. Painting class has been great. The child librarian position is now filled. Not spent all the money yet. Filled Operations manager, starts Saturday. We had a part-time and a full-time person swap. Diane had questions about budget.

D. Gallatin- Gabby Cato:

We were hit by OSHA. We now have a huge notebook to be up to standards for OSHA. We had our Christmas Open House and it was great. We had local authors come by on Saturdays and do a book signing. We made kids crafts to take with them, while we were closed with damages. See handouts for more details.

Joanna Daniels asked why electricity was so high. Gabby stated CEMC sent them a letter. Due to prices going up, this would be the highest it's ever been.

E. Portland – Anita Lamberth:

Thank you for coming to the 75th Anniversary. It was great. See handout for more details. Would like to ask the board to be closed for the Strawberry Festival. The parking lot is full by the time the library opens. Would like to be closed on Saturday, May 13th. Also, February 2 is when the new heating part, it is being made, so unsure of cost at the moment.

Diane Johnson made a motion to accept the Holiday Calendar and to add May 13th closures for the Portland Library. Joanna Daniels seconded the motion. Motion passed.

F. Red River Regional Library Asst. Director – Caitlyn Haley:

Introduced herself to the new members. January 30th will be closed for staff day. Will not be answering the phones. Upcoming training sessions from the region: 24th of January we have a Conflicts Management for supervisors. All managers and supervisors can come. Then on February 17th for staff we're going to have one on De-escalation Tactics. That is to help figure out how to handle patrons that might be not so nice. They are not fun topics, but they are important.

Cecille wants me to pass along some recommendations for trustees. Attending board meetings and committee meetings is crucial for continuity. A lot of you are registered or you're working through the trustee certification program. Thank you for doing that. We have a board appointment form with everyone's information, but we're missing a couple items just because we have new people. When you see your name just fill in whatever is missing.

You might want to consider including this in your bylaws, it was mentioned by one of our observers, is having a public comment section. So, it doesn't get out of control and it's more structured. You choose to have them speak in the beginning or wait till the end. Then also setting a time limit. 3 minutes to talk is an example.

Recently we have been encouraging library reports to adapt as a yearly calendar to kind of get your head on straight of what's coming up and what needs to be done. Passed around an example from Anderson County. It lays out month by month what is going on and what the board needs to hopefully be doing. If you want it, they we can email it to you. It is just an example.

We have round tables for all board chairs in our region. February 13th. It is online. It is going to be all about finances. The board's fiduciary responsibility.

Pretty excited because we have a program at the State Library called Core Confidences. It is 28 online modules that staff can take to help them understand and have a base foundation about libraries. Westmoreland and Hendersonville employees did all 28. They receive certificates and also a pin that has Certified Public Library Staff on it.

13. Other News Issues:

Chairman Wilber will be gone for the March 8th meeting. Short discussion. The Secretary, Mary Beth Buri, will hold the meeting.

Discussion on how quickly reports can be given. Do updates at the meeting if needed.

Chairman Wilber asked about the future of the Library System? Joanna Daniels was ready to discuss tonight with a presentation. Diane Johnson stated that 25-30 years ago the libraries were much smaller.

They were supported in whole by the city that they were in. As the libraries grew in the county and the cities grew, the county decided that they would support the libraries for the majority of the funding. Some criteria were put together and then was an agreement between the libraries and the county. That agreement was that the libraries would stay as 5 independent libraries. Each library would have a director and those directors would be responsible for all of the tasks, much like running your own business. When the when the library system was created there was there was some issues that were mentioned that this was going to be a benefit or this is why we had to do this. Some of those were not true and consequently when the system was formed the county could have decided to stop all funding for the library. Because basically we broke our contract with the county. So, we need to get back to that agreement, in my opinion. That is something that the board needs to vote on. The directors still need to work together. We don't have to be a system in order to work together. You can still share your resources. Those things are all possible and should be happening regardless if we are five independent libraries or we are a system. We need to be a co-op where we work together.

Caitlyn stated she did not understand why we are wanting not do like the rest of the libraries across the state are doing? Is the hangup just calling us a "system"?

Joanna Daniels stated she believes from what she has learned recently, everything was running fine until the system go into place. She believes we should go back to the way it was before so the individual directors have full authority to do things faster. The Directors stated this was Less Stress for them. Diane stated how many times the committees said they would not fund it.

Caitlyn stated she was here and change was fast. Every county of your size is combined. Most cohesive way for the public. Would you be open later down the road to be a System?

There was a heated discussion between all members and directors.

It was discussed about hiring a new Board of Director. Joanna Daniels was adamant about not hiring for that position at all.

Discussions about keeping a bookkeeper for the libraries. Amy Corbitt, Millersville, stated how important the bookkeeper was to her. She met the community. A patron and her children came to her for domestic abuse help. She was thankful to have the opportunity to meet the patrons and not be stuck in the office. Discussion ensued. Needs to be discussed in detail at the round table.

Caitlyn did bring up to make sure if we are in a contract, double check before dissolving. Also check on grants as one entity. Lot of discussion.

Discussed dates for Round Table meetings and Special Called meeting for January 22nd or February 8th, 2023. No Special called meeting needed. February 8th will be the Round Table.

Discussed the posting of the minutes. I will contact Tuttle in IT Dept.

9. MOTION TO ADJOURN:

Debbie Martin made a motion to adjourn and was seconded by Diane Johnson, the Committee adjourned at 6:25 p.m.

Minutes prepared by: Suzie Troutt