

SUMNER COUNTY LIBRARY BOARD

September 13, 2023

MINUTES

Present Trustees:

Jackie Wilber, Chairman
Joanna Daniels, Vice Chairman
Beverly Hyde
Debbie Martin
Beth Key
Jim Holcomb
Kayley Wilson
Erika Grammer

Others Present:

Anita Lamberth, Portland Library Manager
Alycia Neighbours, Hendersonville Library Manager
Gabby Cato, Gallatin Library Manager
Amy Corbitt, Millersville Library Manager
Lauren Rippy, Westmoreland Library manager
Cecille Maynor, Regional Library Director
Steve Weiner, Asst. Law Director

Absent:

Minutes taken by: Suzie Troutt

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, September 13th, at 3:30 p.m. in room 112 at the Sumner County Administration Building.

3. Approval of Agenda:

Beth Key made a motion to amend the agenda to have Lauren Rippy do her own report and the motion was seconded by Debbie Martin. The motion passed unanimously.

4. Introduction of guests: None.

5. Approval of minutes of the meetings of July 12 & August 9, 2023:

Jim Holcomb moved to approve the July 12 and to do a correction in Kayley Wilson's last name in the August 9th minutes of the Sumner County Library Board. The motion was seconded by Joanna Daniels. The motion passed unanimously.

6. Old Business:

a. Congratulations on acceptance to PLMI program

Gabby Cato, Amy Corbitt, Lauren Rippy, and Alycia Neighbours were accepted.

b. Trustee Training – report

Jackie Wilber: enjoyed and says it helps to have people there. Librarians are one of the most trusted

professions. Only second to nurses.

Joanna Daniels: enjoyed and will do updates to policies yearly.

Beverly Hyde: enjoyed the speakers and the positivity they exhumed.

7. New Business:

a. Committees: Jackie Wilber acknowledged some housekeeping needed to be done on the committees since members have left. (See attached list)

1. Bylaws/Policies: Adding Erika Grammer. Motion to set Committee. Joanna made a motion and seconded by Beverly Hyde. Motion passed to set Committee.

2. Budget: Diane Johnson is gone. Adding Jim Holcomb on the Budget Committee. Motion to set Committee. Jim Holcomb made a motion and seconded by Debbie Martin. Motion passed to set Committee.

3. Personnel: Committee is full. Motion to set Committee. Beth Key made a motion and seconded by Beverly Hyde. Motion passed to set Committee.

4. Facilities: Beth Key is the Chair. It is recommended to check each library every 2-3 years to make sure the libraries are safe. Use the suggested check list. Also to get books to the new members. Last check was done in 2022. Joanna Daniels opened a motion to discuss. Beth Key seconded. Motion passed. Discussion ensued on the findings from the 2022 report. Details will be given to the new board members. Facilities will be checked every 3 years. Motion to set Committee. Kayley Wilson made a motion and seconded by Erika Grammer. Motion passed to set Committee.

b. Bylaws/Policies meeting: Jackie Wilber asked for a motion to discuss. Debbie Martin made a motion to discuss the Policies and seconded by Joanna Daniels. Motion passed. Jackie Wilber asked if everyone received what Beverly sent out. Beverly Hyde asked everyone to please look through the information to eliminate what is not needed. Important for everyone; directors and board members. There was a discussion as to which policy to review first. The one due January 1 will be the first discussed. Beverly Hyde stated a time will be set to discuss.

c. Discuss calendar of 2024: Jackie Wilber asked for a motion to discuss. Jim Holcomb made a motion to discuss and seconded by Kayley Wilson. Motion passed. Jackie Wilber mentioned we have to submit a calendar for the website. Asking if wanting to do the same as this year with the regular set and the "special" set meetings? It is easier to cancel than it is to set them up at the last minute. Discussion over details and examples of calendars.

d. Discuss yearly evaluations for directors: Jackie Wilber asked for a motion to discuss. Jim Holcomb made a motion to discuss and seconded by Erika Grammer. Motion passed. Discussion took place over the self-evaluation and what directors expect from the board. There was concern with the age of the evaluation, which was adopted in November of 2019, and that it was done under a different Personnel Committee. The new Personnel Committee would like to review before voting on it. So it will be evaluated and voted on in November's meeting.

8. Library Director Reports:

a. Millersville- Amy Corbitt: She and staff came up with a mission statement. Ongoing website "refresh". The library has been invited to the school for "Read Beneath the Stars". Also participating in the Fall Festival. Very excited. Would like to compile a one page of what we are doing from all the directors to give to the Mayor to keep him up to date. Did a budget recap and hired a Children's Assistant. Had a great summer reading. Had 70 people for the science guy and 75 for the beekeeper. Able to keep a Blessing Box filled. Have 4 new programs. Going to try a family movie matinee. Having a 10 and up program.

b. Westmoreland- Lauren Rippy: August programs averaged 10 people each. Had 800 visitors. Lost 2 and replaced 2 staff members. ARSL Conference will be presenting there for Homeschool.

c. Hendersonville- Alycia Neighbours: She will be emailing everything after this meeting. 1,207 in attendance. Blessing Box is doing great. It's new. Fully staffed now. Did let 2 go and replaced them. Teen Room is open all day. "I Need" bags are ready for teens for males and females. Events are going great. Have a formal music and art show for Fall. Mishaps of HVAC went out when 90 degrees, had a water leak

in Teen Room, the internet went down, and the phones quit, and had trouble with the elevator door. Working on these things. Making progress with Staff program.

d. Gallatin- Gabby Cato: Letter for Tech Grant. Got what she was wanting. Got a donation from a family. Would like to change storage room to a useable people room with this grant/gift. People are committing to use this space and teach in it. Yoga, painting, different artist, etc. Received a donation from the city mayor's mother passing. Going to do a "Little Library" with that gift. Ribbon cutting will be October 10th at 3:00. Have 2 open positions. Let go of the mobile library van driver. Parking it for the rest of the year. Getting ready for Trick or Treat on the Square. Mostly for 5 and under children. Planning for 1,000 children. Christmas Open House will be better this year, Chamber of Commerce will be helping. December 7th, 5-7 Santa will be there. Carpet is finished upstairs. Working on Children's area.

e. Portland – Anita Lamberth: Thankful for Tech Grant. Have 2 new puppets from Hendersonville. Gave a budget update. September is Sign Up for a Library Card and we are giving a free book bag. Friends of the Library auction is coming up. Linda, an employee of 27 years, is going to move things around in "her" area and is super excited.

f. Red River Regional Library Director – Cecille Maynor: The Library Board Appointment Form is in her office. Needs to be updated. Very important. PLMI- so glad all is doing it and getting accepted. Would like to be at the meeting for policies. Enjoyed everyone being at the meeting yesterday. Meant a lot. Joanna Daniels had a question about some dates on the LBA form. Small discussion.

9. MOTION TO ADJOURN:

Beth Key made a motion to adjourn and was seconded by Jim Holcomb. Motion passed. The Committee adjourned at 5:10 p.m.

Library Trustee Committees
August 2023

Personnel:

Debbie Martin
Beverly Hyde
Joanna Daniels, Chair
Jackie Wilber
Erica Grammer

Budget:

Debbie Martin
Joanna Daniels
Jim Holcomb

Policies/Bylaws:

Beverly Hyde, Chair
Joanna Daniels
Jackie Wilber
Jim Holcomb
Erika Grammer

Facilities:

Beth Key, Chair
Debbie Martin
Kayley Wilson