

Williamson County Public Library  
1314 Columbia Avenue, Franklin, TN 37064

## **Board of Trustees Meeting Minutes**

Thursday, February 9, 2023 - 4:00 p.m.

Trustees Attending: JeNan Merrill, Janine Moore, Gerry Suchomski, Terri Hood, Paul Webb, Rick Moody, Denise Carothers, Amy Baggett, and Delois Bratton

Others in Attendance: Director Jessica Jeffers, Shelly Anderson, Amanda Jones, David Miller, Marion Bryant

Ms. Merrill, co-chair, called the meeting to order at 4:04 p.m. The meeting was held at Main and minutes were taken by Ms. Anderson.

### **I. Citizen Communication**

There was no citizen communication.

### **II. Items for Approval**

#### **A. Minutes**

The January meeting minutes were provided in the packet for Board members to review. Correction to be made on pg3 for the word appreciate to appreciation. Mr. Moody moved to approve the minutes, seconded by Mr.

Suchomski. The minutes were approved with a vote of 8-0.

#### **B. Financial Statement**

Ms. Jones clarified some questions from the board about the financial statement. Mr. Suchomski moved to approve, seconded by Ms. Hood. The motion passed 8-0.

#### **C. Resolution**

A resolution was presented by Director Jeffers for budget amendments to reflect new revenue/donations. Mr. Moody moved to approve the resolution, and Ms. Bratton seconded. The resolution passed with a vote of 8-0. Ms. Jones informed the board about courier services cost increase.

### III. Decision/Discussion Items

#### A. Board Committee Reports

##### 1. Budget and Capital

No report this month

##### 2. Planning Development

The committee will meet with Director Jeffers next week to start the Strategic Plan.

##### 3. Objectives

No report this month

##### 4. Policy

Director Jeffers is going through the current policy manual and deciding what part is policy and what parts are procedures and separating them. Also, she is pulling out what is not necessary, making changes and recommendations, and working on computer use.

#### B. Scheduled Reviews

##### 1. Budget and Capital

Mrs. Jones gave a detailed breakdown of the Fiscal Year 2023-2024 Budget Proposal.

The Williamson County Public Library has received a \$5,000 donation through the Library Foundation, which the Foundation received from Middle Tennessee Electric, to be included in the 2022-2023 budget for the purpose of purchasing computers.

The Williamson County Public Library has received a donation from an estate, \$1,000 of which is to be put toward materials for the Leiper's Fork Branch, and \$2,000 of which is to be put toward improvement of the children's area at the Leiper's Fork Branch.

Director Jeffers gave the report for the Capital Budget for fiscal years 2024-2028 making improvements, including new furniture, shelving, private study rooms at Main (3 upstairs and 1 down), and ways to update the look and feel of the libraries over the course of 5 years. Mr. Moody moved to approve, seconded by Mr. Webb. Motion passed 8-0.

#### IV. Reports

##### A. County Commissioner

Mr. Webb stated that the water fountains should be installed soon here at the Main branch.

##### B. Buffalo River Regional Library

Ms. Bryant shared a report from the BRRL highlighting only tax payer money, She also reported on jobs openings in the county libraries (3) Maury County –Director position is still open, Marshall County - Director is resigning to move to another job, and Hickman County- Director position is still open.

##### C. Foundation

Ms. Merrill stated there was no report from Foundation. The art show will be April 20 after the Trustee meeting.

##### D. Friends

Mr. Miller shared a report from the Franklin Friends highlighting the tracking of what the bookstore brought in. As of January 31, 2021 that was \$353.01 and the following year as of January 31, 2022 it was \$1139.00 showing increase of 322%. As of January 31, 2023 it was \$1463.54 which was an increase of 28%. The Friends are still working with Director Jeffers to update the bookstore and rotunda area to make room for the community bulletin board to be posted in the area. Book sale starts February 24-26 and they are starting something new with a Thursday evening preview sale for members from 5-7pm, and still will have a 1hr. preview for members on Friday morning.

Mr. Suchomski reported for Fairview that a new flyer was started to recruit supporters with a business membership, and the same flyer is being added to the Boy Scouts' food drive which has touched 1500 households.

##### E. Other Libraries

Director Jeffers shared that Rutherford County's library is migrating to KOHA using Aspen Discovery, and Knoxville is migrating to KOHA using Bywater and Aspen Discovery.

##### F. Director

The Director proposed that in order to address the need to set aside time specifically to weed the collection and improve the organization of workrooms and storage areas, that all library branches be closed to the public on Friday, April 7. College Grove Branch is already closed for the Easter holiday on this date, and would not be part of the clean-up and organization efforts. Staff would report to work as usual, and be assigned to a weeding or organization team. Branch locations would follow similar protocol, and work toward the same goals. If successful, the Library would seek to make this an annual event in an effort to maintain organized spaces and aid in collection management. Mr. Suchomski moved to approve, seconded by Ms. Carothers. Motion passed 8-0.

Several improvements and projects are ongoing, including landscaping at the Main library, with extra money left over for additional landscaping at the Fairview Branch, updating the activity room, painting on the second floor, people counters being installed at Fairview and Nolensville branches, and improvements to Bywater and OPAC.

The Tennessee Library conference will be in April.

There are plans to partner with Atmos in Tennessee for a tree donation to plant behind the building. Also interviews have begun for Tech Service Manager's position, and there is a posting for Volunteer/Coordinator position with interviews scheduled.

#### G. Board Chairs

Ms. Bratton and Ms. Merrill are updating the Trustee Manuals. Ms. Bryant will go through Trustee responsibilities at the Board Retreat on March 9, 4-7pm. Board members shared library or reading experiences to close the meeting.

The next board meeting will be held at Bethesda on March 23, 2023 at 4:00 p.m.

#### Adjournment

Mr. Moody moved to adjourn, Ms. Hood seconded, and the meeting adjourned at 5:30 p.m.

Administrative Assistant, Shelly Anderson took the minutes, and the Board's Leadership Team reviewed them.

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Shelly Anderson