

Williamson County Public Library
Board of Trustees Meeting Minutes

Thursday, January 16, 2020 - 4:00 p.m.

Trustees Present: Mike Seitz, Delois Bratton, JeNan Merrill, Terri Hood, Paandrea Paisley, Paul Webb, Denise Carothers, and Rick Moody
Others in Attendance: Marion Bryant, Janine Moore, Debbie Eads, Mary Herring, Dolores Greenwald, and Randi Peters

Mike Seitz, Chair, called the meeting to order at 4:00 p.m.

I. Spotlight – Franklin Friends

A. Debbie Eads

Ms. Eads has been the WCPL Friends president for the past six years. She told the trustees about their activities and accomplishments for the past year. They donated a record-breaking \$50,000 to the main Library in 2019. She then introduced Mary Herring, the new Friends president.

B. Mary Herring

Ms. Herring has served the Library as both a member of Friends and as a Library board trustee, including a year as board chair.

II. Citizen Communication

No citizen comments were given at this meeting.

III. Items for Approval

A. Minutes

Minutes of the November 21, 2019, Board meeting stand approved as written.

B. Financial Statement

The Communication amount is a little high and will be watched for the upcoming budget.

IV. New Business

A. Capital Requests

Ms. Greenwald gave the trustees a memo from the county's budget director that listed budget preparation guidelines. The Library budget must be approved at the February board meeting because it is due at the county on March 13. Ms. Greenwald reported on the Library's capital budget items:

- \$180,000 for Shelving at Fairview and Nolensville branches
The wall shelves remain. The new floor shelves will be on casters and will be shorter. Ms. Greenwald will ask the vendor how many linear feet are in the current shelves and in the new shelves. She will also find out whether other libraries are using this shelving so that trustees can see it or if the vendor can bring a sample.
- \$33,000 for Water Coolers
Water fountains that include a section where water bottles can be filled will replace the current fountains at Main plus one at Fairview and one at Nolensville.
- \$30,000 for Envisionware
This upgrade will allow patrons to use their credit cards to pay fines and to pay for printing. It will apply to the Main library and the Fairview and Nolensville branches.
- \$70,000 for Flooring/Carpet
This is to finish replacing worn areas at the Main library. The material that will replace wood will be much more durable.

Ms. Merrill asked about adding small study rooms. Facilities staff said it would be very expensive since it would require the HVAC system to be changed upstairs along the Reference Department windows. Trustees want Facilities to see if there is another way/another location to add a couple of small study rooms since many people ask for them. Perhaps they could go where the books in Spanish are currently located.

Property Management wants to replace the Main library's roof and HVAC. The landscaping that is near the building should wait until the construction is completed.

B. WCPL Board Objectives for Director Performance Evaluation – Timeline 2019-2020

Trustees received a copy of the timeline.

The strategic plan is for three years. In the second year, the board will review.

The Library's Windows 7 computers will all be replaced by tomorrow.

Koha meetings are scheduled with the Library's ILS Task Force and with ByWater.

The Image Evaluation report is due in March. The Library director will send the board members an update in the weekly report of what she already has. Trustees suggested that a fresh set of eyes is needed for the evaluations. The image evaluation should be completed every three years. Ms. Bryant suggested that two branches per year could be reviewed.

C. Bethesda Project

Bethesda branch head Lon Maxwell and Ms. Greenwald met with the architect Jeff Corlew, along with Gordon Hampton from Parks & Rec and Kevin Benson and Vince Gibson from Property Management. Phase I will be site planning, Phase II will be ball fields, and Phase III will be brick and mortar. The architectural plan has not been made at this time. It could possibly have two buildings connected by a pathway. It has been recommended that the library be 5,000 square feet, at a cost of \$2.5 million.

V. Old Business

A. TN Firearms Law

Ms. Greenwald will send the county attorney's report with her weekly report to the trustees.

B. Active Shooter Procedure

The library director passed around a draft and will email a copy to the trustees. Trustees asked if Academy Park would want to explore adding a campus-wide School Resource Officer (SRO).

C. Technology Plan Draft

The director plus trustees Merrill and Bratton have been working on the Technology Plan. Ms. Greenwald asked them to put their suggestions in an email to her. Ms. Bratton said that the Goals and Objectives still need work. Ms. Greenwald will find out the results of a survey conducted by the Library.

Trustees would like to revisit the Facilities Study to see if the Library is following its recommendations.

VI. Reports

A. County Commissioner

Mr. Webb said that the Brentwood Library is having a book sale. The county is planning future growth of unincorporated county areas and suggesting that five acre lots be required.

B. Buffalo River Regional Library

Marion Bryant handed out the *Buffalo River Regional Library Report* with information and dates of upcoming events.

BRR workshops are open to all trustees. The Tri-Regional Trustee Workshop has been postponed until 2021. The state library wants trustees to give input on the number and location of future workshops. A copy of a Trustee Workshop Survey with pros and cons of having four workshops or nine workshops was provided so that board members could give feedback. It may also be filled out online.

BRR may have a regional day for trustees to tour the new state library. There would be a fee, and lunch would be provided.

Buffalo Region salary data will be sent to trustees.

C. Foundation

Janine Moore has been named the new Foundation president and David Mitchell vice president. The Foundation board list will be sent to WCPL trustees. Ms. Moore reported that the Foundation funded the Library's Summer Reading Program and also murals at the branches. The mural at Bethesda will be done next, followed by College Grove.

The fifth annual student art show will be on Thursday, March 26, from 5:30-7:00 p.m. in the Children's Department. Love Our Libraries is on track again this year, and the Foundation board is hoping to have an author speak.

D. Chairman, Mike Seitz

Trustees reported on marketing activities they had done throughout the month to promote the library. Ms. Hood stays in contact with the Williamson Library Association. They are sponsoring Take Your Kids to the Library Day on Saturday, February 4, at the Franklin WCPL.

E. Director's Report

A part-time Reference Department staff member has filled a full-time position. There is a part-time opening in both Reference and Children's now. The Library's bookkeeper has been out for a month, so Ms. Greenwald is doing many of her daily tasks.

Adjournment

The meeting adjourned at 5:50 p.m.

The next meeting will be at Franklin on Thursday, February 20, 2020, at 4:00 p.m. to discuss the budget.

Randi Peters, administrative assistant, took the minutes and JeNan Merrill, board secretary, approved them.

JeNan Merrill