

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

Board of Trustees Meeting Minutes

Thursday, January 19, 2023 - 4:00 p.m.

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

Others in Attendance: Director Jessica Jeffers, Shelly Anderson, Amanda Jones

Ms. Bratton, co-chair, called the meeting to order at 4:00 p.m. The meeting was held at Main and minutes were taken by Ms. Baggett and Ms. Anderson.

I. Citizen Communication

There was no citizen communication.

II. Items for Approval

A. Minutes

The November meeting minutes were provided in the packet for Board members to review. Ms. Carothers moved to approve the minutes, seconded by Mr. Webb. The minutes were approved with a vote of 9-0.

B. Financial Statement

Ms. Jones clarified some questions from the board about the financial statement. Mr. Moody moved to approve, seconded by Mr. Suchomski. The motion passed (9-0)

C. Resolution

A resolution was presented by Director Jeffers for budget amendments to reflect new revenue/donations. Ms. Moore moved to approve the resolution, and Mr. Moody seconded. The resolution passed with a vote of 9-0. Ms. Jones informed the board about a transfer memo related to courier services.

III. Decision/Discussion Items

A. Board Committee Reports

a. Policy

No report this month.

b. Budget and Capital

No report this month

c. Planning Development

The committee will meet in February to start the Strategic Plan.

d. Objectives

The Objectives Committee applauded Director Jeffers' amazing work so far. They provided the Board with an outline for the next set of objectives spanning from January to March. The Director will report on this set of objectives in March.

B. Scheduled Reviews

a. Director's Objectives Report

Director Jeffers gave a thorough report on the objectives set in place for October- January. She has made incredible progress in all four categories (Institutional Processes, Branding, Organizational Chart, Physical Improvements). She will share a copy of her report with the Board via email.

IV. Reports

A. County Commissioner

Mr. Webb encouraged the Director as she works with the budget as the county has a new budget director and some things could change.

B. Buffalo River Regional Library

Ms. Merrill shared a report from the BRRL highlighting trainings and events.

C. Foundation

Ms. Merrill shared a report from the Foundation. The art show will be April 20 after the Trustee meeting. They are exploring an idea of doing a writing exposition for teens. They developed a strategic plan and are working on fundraising.

D. Friends

Ms. Merrill shared a report from the Friends highlighting membership updates and the upcoming book sale. They are working with Director Jeffers to update the bookstore and rotunda area.

E. Other Libraries

Ms. Moore shared an update on the Brentwood Library. They are shifting their vacancies from part to full time in an effort to fill the positions. She visited Lawrence County Library in December and Clifton Branch Library. The library there has a positive impact on the community. She also visited the Collinwood Library and two Hickman County Libraries. Ms. Moore shared some helpful information about accessible books and libraries she learned at the TACL meeting.

F. Director

The Director shared an annual report highlighting the data from 2022 that will be sent out to staff. She presented a slideshow outlining the upcoming transformation of the story room, made possible by a generous donation from ATMOS Energy. She also shared updates on shifting service hours to meet the needs of the community and the progress on filling open positions. Winter reading was a success with over 400 participants and ABC Mouse has had 548 users so far. She also updated the Board on ARPA requests and money received from the state Technology Grant.

G. Board Chairs

Ms. Merrill attended the Foundation meeting. She reviewed the statistics sheet in the Board packet. She expressed appreciation to the Director for the work she has done so far and thanked Ms. Anderson for taking the minutes.

The next board meeting will be held at Main on February 9, 2023 at 4:00 p.m.

Adjournment

Mr. Moody moved to adjourn, Ms. Hood seconded, and the meeting adjourned at 5:12 p.m.

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

Amy Baggett