

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

Board of Trustees Meeting Minutes

Thursday, January 20, 2022 - 4:00 p.m.

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

Trustees Absent: Amy Baggett

Others in Attendance: Mike Weber, Anne Osborne, Amanda Jones, Jeffie Nicholson, Leila Blakely, Randi Peters, Kelly O'Connor, Dave Miller, and Gerry Suchomski.

JeNan Merrill, co-chair, called the meeting to order at 4:00 p.m. The meeting was held at Franklin and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Spotlight – Franklin Friends

A. Dave Miller, Franklin Friends President

Mr. Miller provided a handout and followed with a report covering the Friends group's accomplishments in 2021 and their plans for 2022. The report included that in 2021 the Friends donated \$60,000 to the WCPL for the purchase of new books and media. In addition, Friends contributed over \$1,600 for WCPL staff development related activities. The funds came from three large book sales, "pop-up" and other "behind the scenes" book sales, online book sales, and proceeds from the Friends Book Store. Ms. Merrill thanked Mr. Miller for his report and expressed the board's appreciation for the many ways that the Franklin Friends contribute to the good of the library.

III. Items for Approval

A. Minutes

Minutes from the December 16, 2021, board meeting stand approved.

Ms. Moore made the motion, Ms. Carothers seconded, and all approved with a vote of 6-0.

B. Financial Statement

There were no issues with the financial statement. Ms. Bratton made the motion, Mr. Webb seconded, and all approved with a vote of 6-0.

IV. Decision / Discussion Items

A. Approval of a Designated Signee for the Library

Mike Weber from HR said that some Library transactions require a signature. A designated signee has been necessary for a few weeks since the director did not return to work after her 2021 FMLA period. Mr. Weber and the county attorney put together a possible motion (shown below) for the trustees. Ms. Merrill thanked him for bringing this to the board.

“At the request of the Williamson County Budget Director, I move to appoint Amanda Jones, Library Finance & Administration Operations Manager, as the Library Board’s interim designee to sign any pertinent documentation of financial and operational transactions for which such approval and signature are required until such time as the authority granted hereby is recanted by action of the Library Board.”

Mr. Moody read the motion aloud and moved for its approval, Mr. Webb seconded, and the motion passed with a vote of 7-0. If Ms. Jones has any questions about it, she may contact Mr. Weber.

B. Resolution

The resolution was to move \$91,175.00 from Library Fines, Donations/City of Franklin, Donations/Friends, and Donations/Memorials to Library Books/Media. Mr. Moody made the motion, Ms. Moore seconded, and all approved with a vote of 7-0.

C. Review of 5 Year Capital Project Plan

Library requests for board approval:

- New security camera system at Main
- New PA system or upgrade current system
- Expand people counting system –Children’s, Fairview, Nolensville
- New external book drops for College Grove and Fairview Branches
- Storage shed for Nolensville Branch
- New stacking chairs for the Young Adult area
- Air quality system

The requests were given to the board at this meeting so that trustees can be prepared to vote on them in February. They are immediate requests for 12-18 months, not five years. Mr. Webb told Ms. Jones that Nena Graham needs to see the requests every year. Ms. Osborne recommended to wait on a five year plan until a new director is hired. Ms. Merrill said that the list of requests was reasonable and was glad to have it this month.

D. 2022/2023 Budget Update

Budget approval will be moved up a month, from July to June each year. All county departments must have their budget and capital requests turned in to Nena Graham by February 17. Ms. Jones will meet with Mayor Anderson about the Library budget. She would like to move money from postage to the staff development line.

Ms. Merrill said that the board has a fiscal responsibility. She thanked Ms. Jones for her in-depth reports.

E. Board Committee Reports

1. Objectives – No report.

2. Budget

Trustees had questions for Mr. Weber. Ms. Hood said that the Library has been having leftover money that has been turned in to the general fund. She asked whether some part-time positions could be turned into full-time to be filled more easily. He said that leftover funds cannot be used for recurring items. They must be put together in a way presentable to the Budget Committee and Commission. The new director can address changes in responsibilities and job titles.

Ms. Bratton shared that during the last five years it appears there has been a large amount of “available funds” at year’s end. The larger amount has been in the personnel line. She asked if the County’s Private Budget Act would allow for the transfer of funds from personnel to other library areas.

Ms. Merrill asked Mr. Weber whether leftover personnel money could be transferred to Operations. He said that it cannot because it is for designated positions.

Ms. Osborne asked if the director is able to determine if bonuses could be given at the end of the year. He said no, the use of personnel money must be accountable to taxpayers.

Mr. Webb said that if the Library requests additional people, this is the time period to make the request to the board and HR. If positions change from part-time to full-time, benefits would be required. Ms. Blakely said that for scheduling purposes, two part-time people are sometimes better than one full-time person.

3. Policy – No report.

4. Personnel

The committee has a work in progress, but no report today.

F. Scheduled Reviews

1. Collection Development Policy

The committee has not reviewed and can report in February. If the board subcommittee meets, it must be posted. Trustees asked for Marcia Butler to strike through the policy items changed and add the new sections in red. The shorter six-page policy will be much better.

G. Williamson County Chamber Membership

Ms. Moore said that the Library already has a Chamber membership, but staff members who get the emails no longer work here. Renee Shaffer should be given four people to receive the Chamber emails. These will be Susannah Marley, the Interim Management Team, Ms. Moore, and Ms. Merrill.

V. Reports

A. County Commissioner

Mr. Webb reported that there have been some meeting changes because of when the budget is due this year.

Some compensation studies are being done.

The county would like to have air purification systems for existing and new county buildings. The southwest section of Williamson County is underserved for broadband. The commission is looking into grants for this and also to provide clean water to underserved and unserved areas.

This is an election year for every county office except tax assessor.

B. Buffalo River Regional Library

Ms. Osborne handed out the January 2022 BRR Report and the 2021 Tennessee Public Library Survey. The bus trip for trustees to tour the new State Library and Archives has been canceled.

C. News regarding Other Libraries

Brentwood library board meetings have a library staff member speak. That library has spent two years redoing their policy manual. The trustees get an emailed board packet and then receive many printed materials.

This section can include news from other libraries in addition to Brentwood.

D. Foundation

Kelly O'Conner has been serving on the Foundation Board and is now the new president. The Foundation Board does not have a strategic plan and will begin working on that. They will also work on their policies and procedures.

The Foundation Breakfast at the Library will be held on Thursday, February 24, 7:30-9:00 a.m.

E. Friends

Fairview Friends are planning a late February book sale.

F. Director's Report from the Interim Management Team (IMT)

Facilities - Due to no heat at the Bethesda branch on January 20, the water was turned off and the branch closed. As soon as heat was back on, the branch reopened. The foyer at Main has been repainted. Carpet replacement on the first floor at Main is scheduled to begin on February 15, with work mostly done at night. The concrete at the entrance at Main will be redone so that it will not be slippery when wet.

G. Board Chair

Mr. Webb reported that the decision was made not to have a large transit department TV screen in the foyer at Main because it would not provide any benefit to the Library, and it would cost the Library to have electrical wiring installed for it.

Since the Library budget is due to the county on February 17, Ms. Merrill asked if the board could possibly meet on February 10 to vote on the budget. The called meeting on the 10th would be regarding the budget only, and the regular monthly meeting would still be held on February 17. Ms. Moore motioned to have the two board meetings in February, Mr. Webb seconded, and all approved with a vote of 7-0.

Trustees want the staff to know that they are all in favor of the best interest of the Library. Ms. Jones said that they might want to have a “Board Member of the Month.” Trustees will be sent the Library’s “Employee of the Month” email to see what it is like.

The Library director did not return after her FMLA in 2021. She has now been placed in a librarian position and is on a 2022 FMLA. Since the board has not received anything in writing from the director, Ms. Merrill will mail a handwritten letter to her from the board thanking her for her years of service and wishing her well with her health concerns. Mr. Weber said that is acceptable.

From TN Advisory Council on Libraries (TACL), Mr. Webb learned that not enough people are getting MLS degrees to run public libraries. Mr. Weber added that the county has a high number of vacancies, and it is hard to get people from elsewhere to fill them due to the high cost of living in Williamson County. Staffing issues are also due to COVID and the county’s pay rates.

Ms. Merrill asked the trustees to look over the IT and volunteer coordinator written reports.

Adjournment

Mr. Moody moved to adjourn, Ms. Bratton seconded, all approved. The meeting adjourned at 5:38 p.m.

February Meetings: For the board to vote on the Library budget, a called meeting will be held on Thursday, February 10, 2022, at 4:00 p.m. at Franklin. The next regular board meeting will be held on Thursday, February 17, 2022, at 4:00 p.m. at Franklin.

Administrative assistant Randi Peters took the minutes, and the Board's Leadership Team reviewed them.

JeNan Merrill