

Williamson County Public Library
Board of Trustees Meeting Minutes

Thursday, January 21, 2021 - 4:00 p.m.

Trustees Present: Mike Seitz, Delois Bratton, JeNan Merrill, Amy Baggett, and Paul Webb

Attending online: Rick Moody, Denise Carothers, and Paandrea Paisley

Others in Attendance: Dolores Greenwald, Stephen White, Jason Gavin, Randi Peters, and Anne Osborne (online), Janine Moore (online)

Mike Seitz, chair, called the meeting to order at 4:04 p.m. The meeting was held in the Learning Lab and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Spotlight – Technology Plan

Stephen White from I.T. showed a PowerPoint and reported on current IT resources and needs in the library. These items were included in the Addendum (to the Tech Plan) included in the board packet. He plans to purchase Small Form Factors computers, like the county. He prefers ones that sit on desks. The goal is nothing over five years old. He plans to reduce the number of computers to 160, getting 25% for the next four years.

Mr. White suggested that computers be “eligible” for replacement at five years. Mr. Seitz said that five years is only a goal. Mr. White said that to keep all computers under five years old will cost approximately \$30,000 per year. He recommended not phasing out 2018 computers this year since he has 25 brand new computers in his office. These computers were never deployed due to the change in IT personnel and came mostly from an overage that was sent by Dell with a previous order. He will put these into service first.

Mr. White then spoke about software for deployment of computers. He will go with Smart Deploy rather than KACE and public software will be Envisionware. He wants to update so that patrons can pay for fines

or printing by credit card. Branches will have the online credit card payment tool, too, except for College Grove. Mr. Gavin said that the software upgrade will be funded from a state grant and by the capital fund.

Mr. Moody wants to know what the credit card discount rate will be. Credit card rates are negotiable. Ms. Greenwald will find out.

Mr. White is working on increasing internet speed at the branches. He is being as prudent as possible regarding costs. The trustees thanked him for this and for his excellent report.

III. Items for Approval

A. Minutes

Minutes of the November 19, 2020, Board meeting stand approved as written. Mr. Webb made the motion, Ms. Bratton seconded, and it passed with a vote of 8-0.

B. Financial Statement

There were no problems with the financial statement as submitted. Ms. Greenwald said that the 541101 (Data Processing/Internet) line is low, but the resolution in this packet will correct that.

IV. Decision/Discussion Items

A. Budget Resolution

The resolution is to move \$67,758.33 from donations (City of Franklin, Friends, and Memorials) and fines to Data Processing/Internet, Books/Media, and Other Materials and Supplies. Ms. Merrill motioned to approve, Mr. Webb seconded, and all approved with a vote of 8-0.

B. Technology Plan

Ms. Bratton moved to approve the Technology Plan that was presented in March 2020 as written. Ms. Merrill seconded, and the motion passed with a vote of 8-0.

Edits to the Tech Plan that were made by Mr. Gavin in August 2020 need to be dated and show who worked on it.

The Addendum covers how the Tech Plan has moved forward from March 2020-January 2021. Ms. Bratton said that the addendum needs to be dated and list who worked on it. It should be edited and then brought back to the board in February.

C. Review Evaluation Objectives

Ms. Bratton said that an item listed on the objectives for November (Staff/Organization – Branches) was not presented for review. She requested that Ms. Greenwald bring updated Staff Organization and Koha Task Force information to the February Leadership Team meeting and then, if complete, to the February board meeting.

These items for January were also not presented: Staff/Organization – evaluation plan and procedure for employees, and KOHA - written plan for future ILS.

D. Mayor's Membership Challenge

The committee sent out a press release, put together a virtual packet for the commissioners, publicized the membership drive on WAKM Radio, and began contact with Williamson County Schools. The Challenge was placed on the WCPL website's home page and has been promoted weekly in the e-newsletter. In-house, it is on the digital displays. Also, twenty printed flyers, along with handouts, were posted in December throughout the Main library, and a digital flyer was sent to each branch. These actions are to help raise awareness of the Challenge to current cardholders who may have additional family members and friends who need cards.

Trustees made suggestions. Mr. Webb wants Williamson County elected officials to be able to get the full service card active without coming inside a branch to prove that they are county residents. These officials provide funds for the Library. Ms. Osborne said that by providing cards to elected officials, the Library gains friends for life. Ms. Baggett said that possibly students at FSSD and WCS could be given Summer Reading Program information and a library card. Ms. Merrill said that all benefits of the library should be listed and sent to the community, for example, through another press release to newspapers. She encouraged focusing on highlighting the benefits of library cards – which are numerous and would benefit everyone who

has a card – rather than the prizes – which would only be for two or three lucky patrons.

Trustees will send Ms. Peters their list of suggestions on how to increase the cardholder base. These ideas will be shared with the rest of the Mayor’s Membership Committee.

Other Business:

Ms. Merrill said that the Strategic Plan Committee has had two meetings. They have created a survey. Today, the board voted to approve the Strategic Plan outline. Ms. Merrill motioned, Ms. Baggett seconded, and all approved the outline, with a vote of 8-0. The staff will now move forward with designing the plan, including summary statements, action steps or strategies for achieving the goals, and measures of success.

The Organization Committee with Mr. Moody and Ms. Paisley, along with some staff members, is meeting again next week.

Presidents Day – The board chair said that the staff would like for the Library to be open on Presidents Day and to use the paid holiday at Easter/Spring Break. Ms. Merrill motioned, Mr. Moody seconded, and all approved, with a vote of 8-0. Mr. Seitz wants some holidays to be flex holidays, to better serve patrons. The Leadership Team is working with the director on the 2021 holiday closings.

IV. Reports

A. County Commissioner

Mr. Webb said that the Commission doesn’t know the county budget at this time.

He reviewed COVID numbers. He encouraged everyone to go to the County website to sign up to get on the immunization list, even if you are not in the current group.

B. Buffalo River Regional Library

Ms. Osborne sent in the January BRR report through email. A copy was placed in each trustee folder. The BRR report will be forwarded to the trustees who attended by GoToMeeting.

C. Foundation

Ms. Moore said the new Foundation president is David Mitchell. There was no additional report at this time.

D. Chairman, Mike Seitz

Ms. Seitz asked that an article on Ancestry – Library Edition be sent to the Williamson Herald and to the Tennessean's Williamson section.

E. Director's Report

Ms. Greenwald said that there was an article in the Williamson Herald about Marin Brennan and the murals that she painted in the Children's Department at each branch.

The director provided a written report on what the objectives committees are doing. It was in the online agenda packet. A copy of committee members is included with these minutes.

Copies of the suggestions in the suggestion box were included in the trustee folders. The Library will purchase two additional suggestion boxes. Mr. Seitz encouraged the Library to create an electronic suggestion box on the website as well.

Ms. Greenwald asked that the board respect the staff and that the staff respect the board, so that each side feels appreciated. Ms. Greenwald said that she tries not to take sides. When asked for an example, she said that when two supervisors came to a board meeting, they both afterward felt that the trustees did not listen to them.

Mr. Moody said that he has found staff to be closedminded regarding change. He felt that all members of committees should have a chance to talk. Board trustees and employees may disagree, but that is not being disrespectful.

Board members signed cards of thanks to the Franklin Friends group (for their large monetary donation to the library), the Foundation (for pursuing the painting of the Franklin children's area) and retiree Betty Kirkemide, (for her years of service at College Grove.)

Adjournment

The meeting adjourned at 5:37 p.m.

The next board meeting is planned for Thursday, February 18, 2021, at 4:00 p.m. at Franklin.

Administrative assistant Randi Peters took the minutes, and, JeNan Merrill, board secretary reviewed them.

JeNan Merrill

WCPL Objectives Committees

11/2020

Board Leadership Team

- Michael Seitz
- JeNan Merrill
- Delois Bratton
- Dolores Greenwald

Objective 1 Strategic Planning Committee

- Amy Baggett
- JeNan Merrill
- Jason Gavin
- Amanda Jones
- Margaret Brown
- Tracy Ivey
- Lon Maxwell
- Jennifer Hunsicker

Objective 2 Technology Plan Committee

- Jason Gavin
- Margaret Brown
- Jeffie Nicholson

Objective 3 Staff Organization Committee

- Paandrea Paisley
- Rick Moody
- Jeffie Nicholson
- Jason Gavin
- Leila Blakely

Objective 4 Operations Policy Committee

- Leila Blakely
- Michelle Fisher
- Phillip McAndrew
- Savannah Desmond
- Grace Saltz

Objective 5 Koha Task Force Steering Committee

- Marcia Butler
- Jason Gavin
- Leila Blakely
- Amanda Jones
- Jennifer Hunsicker

Objective 6 Mayor's Challenge Committee

- Randi Peters
- Stephanie Wycihowski
- Savannah Desmond
- Brittanie Maccarone
- Amy Shropshire

Objective 7 Patron Self-Checkout Committee

- Brittanie Maccarone
- Amanda Jones
- Leila Lockett