

Williamson County Public Library
1314 Columbia Ave., Franklin, TN 37064

Board of Trustees Meeting Minutes

Thursday, February 18, 2021 - 4:00 p.m.
via GoToMeeting

Trustees Attending Online: Mike Seitz, Delois Bratton, JeNan Merrill, Amy Baggett, Paul Webb, Rick Moody, Denise Carothers, and Paandrea Paisley
Others in Attendance Online: Dolores Greenwald, Jason Gavin, Marion Bryant, David Mitchell, and Randi Peters

Mike Seitz, chair, called the meeting to order at 4:03 p.m. The meeting was held via GoToMeeting and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Spotlight - Koha

Postponed to a future meeting

III. Items for Approval

A. Minutes

Minutes of the January 21, 2021, Board meeting stand approved as written. Ms. Carothers made the motion, Ms. Paisley 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 year-to-date budget is in good shape.

C. Motion to close Main Library on February 24-26 for HVAC replacement

The county will replace twenty HVAC units on top of the building requiring large cranes. Mr. Moody made the motion to approve, Ms. Merrill seconded, and all were in favor with a vote of 8-0.

IV. Decision/Discussion Items

A. Budget Transfer

The transfer will move \$6,500 from Utilities to the Communications line to best allocate funds for bill payments. For a transfer, no vote was required.

B. Review of 5 Year Capital Project Plan

Ms. Greenwald showed a PowerPoint presentation and also had a digital handout in the board packets regarding the budget. She is asking for \$33,000 for carpet replacement for the Main library's first floor. It is the only remaining carpet that is original to the building. Mr. Moody motioned, Ms. Carothers seconded. After further discussion, this motion was withdrawn.

Ms. Merrill requested some Capital Budget funds to go toward adding some small study rooms or gathering spaces. Possibly the Foundation or Friends could help fund them. Mr. Webb said to put \$10,000 for architectural review in the Capital Budget now.

A new motion was then made for \$33,000 for new carpet and \$10,000 for a study of programming facilities. Mr. Moody motioned, Ms. Bratton seconded, and the motion passed with a vote of 8-0.

C. 2021/2022 Budget Proposal

A change was requested in the Operations Budget to increase the communications line item for College Grove and Nolensville because United is expanding their broadband. Mr. Moody motioned to approve the Operations Budget, Ms. Merrill seconded, and all approved with a vote of 8-0.

Next, two new requested positions and a position upgrade were discussed at length.

Systems Librarian Discussion: The systems librarian would be able to manage and troubleshoot the ILS system, be the webmaster, and would free up other staff who are currently doing these as part of their regular jobs. Jeffie Nicholson, the adult services manager, is doing the majority of the webmaster duties now. There is no current staff to handle integrating credit card use with the Library's ILS system.

The systems librarian would report to Jason Gavin, operations administrator. The proposed systems librarian salary would be \$45,000, plus the funds previously used for a volunteer coordinator. The salary may change when Ms. Greenwald meets with HR and the mayor.

The director stated that a volunteer coordinator is not needed at this time because, due to the pandemic, no new volunteers are working in the library and no outside groups are using the meeting room. Also, the branches want to handle their own volunteers.

At the Brentwood Library, a volunteer coordinator brought in programs and volunteer hours. The position was not full time, causing it to have frequent turnover. Trustees want to know how much the volunteer coordinator saved the Brentwood Library by using volunteers rather than paid staff.

A systems librarian position is needed to move on to the next steps in technology. In the past, the Brentwood Library assigned someone from their IT Department to handle these responsibilities. The WCPL had Kathy Ossi covering webmaster, systems librarian, and Technical Services manager duties. When she passed away, Mr. Gavin moved from Special Collections to be systems librarian. Then as more duties were added, his title changed to operations administrator. He said that there are some things that a systems librarian does that no other current staff members are qualified for. Having a systems librarian would clarify roles of others who have been doing this work.

Mr. Moody asked what those staffers will do if that work is taken away. Ms. Greenwald said that the technical services manager Marcia Butler's title should really be called cataloging and acquisitions manager, with the focus being on materials selection and acquisition. At this time, her job description is mostly systems librarian duties.

Circulation staff should not be handling changes to Koha since it is not part of their job descriptions, but much of the work has been done by them. When Koha use began, it was thought that ByWater would manage changes in the system. Ms. Greenwald thinks that the Library is paying ByWater \$22,000 per year. Bywater should help integrate the credit card system, but the library will still need someone on staff for managing its use.

Staff told the Organization Committee that a systems librarian is the top thing that would make the Library run more smoothly.

The market salary for a systems librarian depends on location. At Nashville, it is \$70,000, and at other places it is in the \$40,000-\$50,000 range. Mr. Seitz said that \$45,000 is not enough to keep a systems librarian at WCPL, and Mr. Gavin agreed.

Mr. Seitz does not want to add a systems librarian by doing away with the volunteer coordinator position to help fund it. He said that many other businesses use volunteers to do jobs. Libraries are changing by adding programming, and volunteers are happy to fill positions.

Part-time Circulation Clerk and an Upgrade to Branch Manager: The second request is for a part-time circulation clerk to assist at College Grove, for twelve hours per week.

This may let the full-time senior circulation clerk position (formerly held by Betty Kirkemide) become branch manager. To upgrade the position, this would go through an HR committee, then the overall Budget Committee, and finally to the Commissioners for approval. Board ratification carries a lot of weight.

Ms. Kirkemide retired. Jennifer Hunsicker, the Nolensville branch manager, has been filling in at College Grove. Very few people have applied for the senior circulation clerk job. Candidates have turned it down due to the low rate of pay - approximately \$13.35 per hour. The applicant from the Antioch Library has an MLS degree and requires more than the \$18 per hour that she currently makes.

The last branch manager was hired three or four years ago at \$39,000. The highest paid circulation clerk makes \$31,000. Ms. Greenwald has wanted the College Grove position changed for several years, but HR would not change it since Ms. Kirkemide did not supervise other staff.

The board would have to approve adding the twelve hour position. Mr. Seitz would prefer to move one part-time existing staff position from Bethesda to College Grove. Ms. Greenwald had spoken with the Bethesda branch head, Lon Maxwell, about this. He said it would be hard to keep current hours with less staff because two are needed during story times and to cover vacations. Also, the Bethesda employees are local and would not be willing to switch to

the College Grove branch. Mr. Seitz clarified it would be a movement of the position, not staff.

By March 5, board votes on a systems librarian, a College Grove part-time circulation clerk, and an upgrade of the full-time College Grove clerk to branch head must be given to the county. A motion to vote now was made and was withdrawn. Mr. Seitz will schedule a special board meeting. All three personnel requests will need to be voted on separately. Trustees want to see salary dollar amounts first. Mr. Seitz emphasized that he is not willing to give up the volunteer coordinator position. Issues regarding staff organization and employee job descriptions need to be corrected.

D. Objectives Timeline - February Deliverables

The Policy/Procedures Manual that Ms. Greenwald has submitted is the part that has been updated. The whole manual will be updated by May.

Ms. Bratton said that, in the Technology Plan Addendum, take out the sentence that was there before the change.

Staff Evaluation Plan - After her discussion with HR, Ms. Greenwald would like to talk about the plan and how it is administered at the next Leadership Team meeting. The grievance policy could be internal or adopted from the county personnel manual.

Ms. Bratton would like more attention to be paid to Objective Timeline deadlines. This will also be discussed at the next Leadership Team meeting.

The Library's survey for library non-users is coming down next week.

E. Mayor's Membership Challenge

Earlier today, Ms. Greenwald emailed a list of more Mayor's Membership Challenge tasks that have been done this month to the trustees. Included - officials have been entered into the system to receive WCPL library cards. Ms. Greenwald stated that the commissioners' new library cards had been sent, as well as cards to the Franklin BOMA, Brentwood leaders, etc. Also, outdoor signs with library card benefits have been made for the Main library and all branches.

F. Committee Reports - Strategic Plan, Organization, and Technology Plan

The Organizational Committee meeting has been moved to February 25.

IV. Reports

A. County Commissioner

Mr. Webb encouraged everyone to go to the County website to sign up for the COVID immunization list, even if you are not in the current group.

B. Buffalo River Regional Library

Ms. Bryant gave a report. She said that the state library will open in April. There is legislation that proposes to do away with regional library boards in July 2022.

C. Foundation

The new Foundation president, David Mitchell, said that he has been with the Foundation for four or five years. He is affiliated with the Raymond James company. The Foundation hopes to continue to fund the Summer Reading Program.

D. Chairman, Mike Seitz

The board chair called for a special board meeting to be held via GoToMeeting on Tuesday, March 2, at 4:00 p.m. Ms. Greenwald will have facts and figures ready regarding the budget requests for adding a systems librarian and a part-time circulation clerk.

E. Director's Report

Ms. Greenwald sent a report to the trustees earlier today. The Library's COVID Plan and list of procedures has been shared with staff by the department managers and branch heads. A copy will be sent to the board.

Adjournment

The meeting adjourned at 6:03 p.m.

A special board meeting will be held via GoToMeeting on Tuesday, March 2, at 4:00 p.m. The next regular board meeting is planned for Thursday, March 18, 2021, at 4:00 p.m. at Franklin.

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