

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

Board of Trustees Meeting Minutes

Thursday, March 18, 2021 - 4:00 p.m.
Learning Center and via GoToMeeting

Trustees Attending: Mike Seitz, Delois Bratton, JeNan Merrill, Amy Baggett, Rick Moody, Denise Carothers, and Paandrea Paisley

Trustees Absent: Paul Webb

Others in Attendance: Jason Gavin, Jeffie Nicholson, Leila Blakely, Amanda Jones, Anne Osborne, and Randi Peters

Mike Seitz, chair, called the meeting to order at 4:05 p.m. The meeting was held both in the Learning Center and via GoToMeeting and was recorded.

I. Citizen Communication

No citizen comments were given at this meeting.

II. Items for Approval

A. Minutes

Minutes of the February 18, 2021, Board meeting stand approved with the correction of Mr. Gavin's title to Operations Administrator. Ms. Carothers made the motion, Ms. Merrill seconded, and it passed with a vote of 7-0.

Minutes of the March 2, 2021, special Board meeting stand approved as written. Ms. Merrill motioned to approve, Ms. Bratton seconded, and the motion passed with a vote of 7-0.

B. Financial Statement

There were no problems with the financial statement as submitted.

III. Decision / Discussion Items

A. Holiday Schedule

Mr. Seitz said that it is important to decide the Easter holiday closings now. Good Friday is a paid holiday, the Presidents Day paid holiday will be observed on Saturday April 3, and the Main library will be closed without pay

on Easter Sunday, April 4. Ms. Merrill motioned to approve, Ms. Baggett seconded, and all approved with a vote of 7-0.

B. Committee Reports

1. Strategic Plan

The whole Strategic Plan Committee will meet next Wednesday, March 24, at 2:00 p.m. Ms. Baggett said that the committee plans to finish the plan and have it ready for the April board meeting. Ms. Greenwald is disappointed not to be at today's meeting. She and Margaret Brown are working on the measures of success section, an important part of the document. If Ms. Greenwald is not back, Mr. Gavin will work with Margaret. The trustees are pleased that the staff is involved and expect that the Strategic Plan will be a good, usable plan for the future of the library.

2. Organizational Review

Mr. Gavin had made two charts for the board – the first with current staff organization and the second showing changes that the Library would like to have. For the long-term job description, Ms. Merrill said that the Tech Services Manager title would be better as Collections or Acquisitions Manager. New job descriptions for Operations Administrator and for the Tech Services Manager will have to go through H.R. Trustees asked for old and new job descriptions to be sent to them by Mr. Gavin and asked that he put the current and new staff charts in the Strategic Plan.

Mr. Gavin said that the state recommends a long term goals review every two years.

Mr. Seitz disbanded the Staff Organization committee and thanked the committee members. He then added a new Objectives Committee for the next fiscal year, 2021-2022, and appointed Ms. Baggett and Ms. Carothers.

IV. Reports

A. County Commissioner

No report given.

B. Buffalo River Regional Library

Ms. Osborne gave trustees a copy of the March BRR Library Report and discussed it briefly. A digital copy will be sent to the two trustees who attended by GoToMeeting. She encouraged trustees to register for the TLA Annual Conference on April 6-8, which will be held virtually. The TN State Library will have its grand opening in April, by invitation only.

RB Digital merged into Overdrive. You can now search by title.

C. Foundation

No report given.

D. Chairman, Mike Seitz

Jennifer Hunsicker, branch manager from Nolensville, resigned. Two interviews for the position are set for next week. If Ms. Greenwald is not here, Mr. Gavin, along with some managers, will conduct the interviews.

Ms. Merrill has a card for Ms. Hunsicker and got permission from Mr. Moody and Ms. Paisley to include their signatures.

E. Director's Report

Mr. Gavin reported for Ms. Greenwald.

1. Mayor's Membership Challenge –Mr. Gavin said that the downward number of cardholders is possibly somewhat attributed to COVID. To get a new card, people must come into the library, but card renewal can be done by phone. Mr. Seitz asked Ms. Nicholson to put information about card renewal by phone on the website.

Ms. Peters reported that since last month, committee members have placed outdoor signs at Renasant Bank, the main Parks & Rec center in Franklin, and at the county complex. Literature was also placed in the bank. The committee has begun to work on getting card applications to people in Senior/Assisted Living facilities, has placed an ad in the county newsletter that will go out to all county employees on April 1, and has spoken about Mayor's Membership Challenge on WAKM Radio.

Ms. Carothers suggested that applications for children be sent to the Boys and Girls Club. Each application will have to be signed by a parent or guardian.

After COVID, the Friends group may possibly bring library service to hospitals.

2. Staff Evaluation

Ms. Greenwald's presentation has been postponed until next month. Ms. Carothers said that the Library should adopt the evaluation that the county has.

3. Grievance Procedure

Ms. Carothers asked for an explanation of what "informal resolution" means.

Mike Weber told trustees that the county has a grievance policy and that the library should use that one.

Other comment – The roof should be done in three weeks, weather permitting. HVAC workers must come back since the manufacturer initially sent two units that were not correct.

Adjournment

The meeting adjourned at 4:52 p.m.

The next board meeting will be held on Thursday, April 15, 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