

The Spring Hill Library Board of Trustees MINUTES

November 9, 2021 6:00 PM
Spring Hill Library

Meeting called by: Chairman Brandon McCulloch

Members: Brandon McCulloch, Gail Adkins, Tara Ebert, Dee Neuman, Alicia Fitts, Vicki James

Others in attendance: Dana Juriew, Amber Halter, Anne Osborne, Lisa Arnwine

Agenda

Call to Order by Brandon McCulloch

Stipulation of LBOT Members Present

General Announcement

The procedural rules for public comment will be as follows: Items are taken in order of the agenda. Audience members wishing to speak must be recognized by the Chairman and will have five minutes to address the Library Board of Trustees. No rebuttal remarks are permitted.

Public Comments -- None

Approval of Minutes -- Brandon made motion to approve. Dee second. All approved.

Alicia Fitts arrived at 6:07pm.

Reports

Director's Report: Dana Juriew --Encourage to attend BOMA meeting on Monday 11/15/21 on CIP.

Along with BOMA members and department heads, Dana completed a values clarification survey on all potential Capital Improvement Projects (CIP). This was to ask all participants to assess values such as "increased public safety," "traffic calming," "environmental impact," "responsible long-term growth," "compliance with state and federal law" and "social and cultural impact" on each project. These survey responses will be used to guide BOMA in setting CIP rankings for each project.

David Warren, Tara Ebert, John Canepari, Amber Halter and Dana Juriew met on September 28 to work on the draft of the 2021-2024 Technology Plan.

On October 11, the city closed for a Stand Down for Safety Day. Safety Committee co-chairs Chaplain Mike Bryan and Dana Juriew arranged the agenda for the day and lunch for all departments together. Crisis Intervention Team leader Detective Jeff Alexander spoke in the morning about effective communication, particularly applied to crisis, followed by library staff learning self-defense technique from Spring Hill's Krav Maga 360 in the afternoon. Members of LBOT provided delicious snacks and fun conversation to end the day.

Dana, Naomi and Ginnie Strouse attended the Spring Hill Police Department's Trunk or Treat on October 30, passing out candy and bookmarks and hawking the library to 500 to 1,000 kids (depending on who you ask...SHPD said 1,000). In any case, even in dicey weather it was a huge hit that is sure to become an annual event. Thank you, Alderman Canepari for donating the lighted bracelets.

Dana attended a program on library services to patrons with Alzheimer's and dementia at Buffalo River, their best program yet!

On Wednesday, Dana and Naomi Derryberry will visit the new Tennessee State Library and Archive to see what documentation they hold to fill in gaps in our library's local history collection, as well as to pick up memorabilia autographed by Dolly Parton for our first foundation fundraiser.

The Cosmopolitan Club will be making a donation directly to the foundation this year.

Dana will be speaking at the Chamber of Commerce Luncheon focusing on non-profits on November 18.

Dana is working on a 5-year personnel budget for Pam. We are currently adequately staffed for our building size, but year 5 will include an MLS-degreed Adult Librarian for 40 hours reference and computer assistance and also a full-time Marketing/Outreach Specialist. In the meantime, there will be a request for promotions from Library Technician I to Library Technician II for several current key positions (Volunteer Coordinator, Teen Coordinator, Technical Services Coordinator) with the possible addition of a Technology/Data Services Coordinator.

We are very excited to have received a letter from State Librarian Chuck Sherrill awarding us \$32,087.00 with a \$3,565.00 match, totaling \$35,652.00, but that is more than Amber requested in her grant application, so we are awaiting the actual contract. More details will be provided at our January LBOT meeting. Items for purchase: Privacy booths in quiet areas and laptops for staff.

Lastly and most importantly, Ginnie Strouse, Betsy Thompson, Janice Stanfill and Jessica Gray have each been awarded a pickle pin for going above and beyond the call of duty!

Alicia commented on Alzheimer's resource – Rozalenda Foundation.

Library did book: Diary of a Pandemic Kid that is on display. This was a big hit with the Mayor.

Budget Report: Dana Juriew Budget amount used should be 33%, currently at 30.26%

Tutor.com expense used for remote and during Covid. This won't be renewed next year.

Buffalo River Regional Library: Anne Osborne

Wednesday, Nov 3, 2021 workshop, Library Service for Patrons Living with Alzheimer's Disease was the first in house for year.

On Wednesday, Nov 17, 2021 there will be a in house workshop on Technical Services.

On Tuesday, Nov 16, 2021 there will be a Director's check in via Zoom meeting.

A welcome to new board member: Vicki James.

Friends of the Library: Lisa Arnwine

The Friends didn't have a quarter book sale but they did have two pop up sales that were very successful. They plan on January 2022 having 1-day sale.

November 17, 2021 will be a general meeting and 14 people have expressed interest in being on the board.

Found out during the Pop Up sales there was a lot of people that didn't know about The Second Look Bookstore, located in the library. This has been a great resource for sales.

New Business

Foundation member recruitment – Brandon McCulloch and Dana Juriew

We are looking for 5 to 9 people for Board members.

Before the end of this year will schedule a Foundation meeting with Library Board and public to seek people interested in promoting and working for new library building.

New Library Building – Brandon McCulloch

Brandon encouraged the board to send emails & personal comments in BOMA meetings about the need of a new library building. This was the number one priority for the city in 2017 but has been set aside due to other concerns.

Library Director's Goals – Brandon McCulloch

Dana's evaluation from LBOT members score was 4.7 out of 5.

On our next meeting will be submitting and talking about director's goals, New Library Building and Day to Day Operations.

Old Business

Technology Plan

Was presented. Alicia moves to approve, Seconded by Tara.

Discussion – none. All were in favor.

Other Business

Brandon – Thank You to Dana, Janice and Betsy for Volunteers' Luncheon last month. Our volunteer hours are the equivalent one full time person.

Alicia commented on the Historical Commission and Library partner with lecture series has been a huge success. There have been two so far at library with each one having an increase in attendance. The next one will be at Rippavilla and there is a waiting list.

Public Comment - None

Next scheduled meeting: January 11, 2022 @ 6:00 PM

Motion to Adjourn: Brandon; Seconded by Alicia

Adjourned at 7:20pm