

MINUTES of The Spring Hill Library Board of Trustees

September 13, 2022 6:00 PM

Spring Hill Library

Meeting called by: Chairman Brandon McCulloch

Members: Brandon McCulloch, Gail Adkins, Tara Ebert, Dee Neuman, Alicia Fitts, Bill Luttmann, John Canepari

Others in Attendance: Dana Juriew, Amber Halter, Marion Bryant, Naomi Derryberry

Guest: Tony Tolstedt, Assistant City Administrator

Agenda

Call to Order at 6:03pm by Brandon McCulloch

Stipulation of LBOT Members Present – Absent Tara Ebert

Introduction of New Assistant City Administrator: Tony Tolstedt

He previously worked in city administrator roles in Wyoming and Nebraska, and his new role will see Tolstedt oversee the library, parks and recreation, as well as supervising emergency management, microbusiness development and GIS mapping.

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

Kathleen Rivenburg

Concern about Library Hold Policy. Stated she was checking out 3 DVD's and one was on Hold. So she couldn't check item out.

Consent Agenda

Approval of Minutes from July 12, 2022 motion to approve by Brandon and Seconded by Gail. All in favor for approval.

Budget Report

Possible Budget Adjustment for FY 22-23 to comply with State: Dana Juriew

Reports

Director's Report: Dana Juriew

Staffing:

Scott Sweeney joined the Library as a part-time Library Tech I on August 30. Cydney Bradford has resigned from her position as of September 2. The Circulation Supervisor position will be posted internally for 10 days.

Dana had lunch with Susan Earl, Brentwood Library Director and Jessica Jeffers, the new Williamson County Library Director, in order to welcome her to the area and offer support.

City-wide Employee Appreciation Luncheon will be September 30 at Fischer Park. Library and City will close at 11:00 and remain closed for the rest of the day.

Building...and training (somehow related this time):

The Library will be closed from October 9th through the 16th for the capital project (BOMA approved) repainting and recarpeting. Sealed bids for the carpeting will be opened on Sept 16. Project cost of carpeting exceeding \$25,000 necessitates the bid process. Parking lot restriping may also happen that week if staffing at Public Works allows for it.

Staff will meet each day for training at the UAW Hall. Monday October 10th will be the city-wide Stand Down for Safety Program run by Interim Deputy Fire Chief Mike Bryan and Library Director Dana Juriew. Topics will include concussion/traumatic brain injury and active shooter with SHPD. Tuesday will be the Volunteer Luncheon. Other trainings will include Libby, hoopla, TEL databases in detail, local history and genealogy, library programming philosophy, how to handle book challenges and suicide prevention. UAW 1853 is letting us use the hall at no cost.

Part of a Bradford Pear tree fell on and totaled an employee's vehicle. All appropriate City officials and City insurance were alerted. Public Works trimmed the tree. Dana and/or Dakota Mercer will consult local arborists to trim the remaining branches and strengthen the trees.

Programming:

Programming continues to run beyond capacity, with as many as 80 at story time (which runs 3x a week) and as many as 20 at each yoga class and growing (runs twice). Marsha, Jessica and Dana are discussing limiting sign-ups for more programs. While we do not wish to limit attendance, Marsha and Jessica are not able to add more classes due to an overpacked schedule currently.

Other:

Library and Friends of the Library held a ribbon cutting with Mayor Hagaman on August 20. We are so pleased and proud of the "Forget-Me-Not" patio of pavers, a fundraiser put together by the Friends of the Library, particularly Linda Fields and Lisa Arnwine.

Public Library Survey is due at the end of September. Maintenance of Effort (MOE) is due at the end of October.

Buffalo River Regional Library: Marion Bryant

There will be a Board Chair Roundtable on Sept 27 from 1pm to 2pm. This will be virtual.

These roundtable are set for 4 times a year to talk and share ideas with other Board Chairs.

The Trustee Workshop will be October 4, 2022 at the John P Holt Brentwood Library.

Friends of the Library: Naomi Derryberry

Joint effort between Library, Friends of the Library & Historical Commission on the 2022 Speakers Series has been a huge success. Working on walking tour.

August saw the ribbon cutting for the pavers that were placed at the library. These will be moved to the new library.

Our July Quarter Book Sale and Pop-Up Sale were a huge success.

The next book sale will be October 29 and October 28 will be a pre-sale for members of the friends.

Vicki James was voted in as Secretary for the Friends.

Old Business

Foundation Update: Alicia Fitts and Tara Ebert

Alicia presented about functional things to address on the Foundation:

Board of Foundation, Annual meeting, two major fund raisers per year, set goals for money, and special call meeting for Board members date to be determine.

New Business

Elect new officers:

Chair – Gail nominated Brandon, Seconded by Dee; All in favor

Vice Chair - Dee nominated Gail, Seconded by Brandon; All in favor

Secretary – Brandon nominated Dee, Seconded by Alicia; All in favor.

Appoint new committee members (Chair is ex-officio on all committees):

Finance (Brandon, John, Gail, Alicia)

Technology (John, Tara, Bill),

By-Laws (Dee, Alicia)

Building (Brandon, Gail, John, Tara)

Foundation (Alicia, Tara, Bill)

Long-Range Planning (Alicia, Dee, Bill)

Temporary Ethics & Conflict of Interest Policy(s) subcommittee – (Alicia, John, Tony)

Public Comments -- None

Next scheduled meeting: November 15, 2022 @ 6:00 PM (delayed due to voting)

Motion to Adjourn Dee, Seconded by Gail at 8:10pm