

Fayetteville-Lincoln County Public Library

Library Board Meeting Minutes

August 30, 2022

Library Board Meeting Attendees:

Ms. Shawnta Fulton, Chairman

Ms. Meghan Murr, Library Director

Mr. Josh Blackburn

Mr. Mike Keenan

Mr. Brian Carter

Ms. Donna Hartman

Ms. Andrea Delap

Ms. Audra Bradford

Ms. Marion Bryant, Director, Buffalo River Regional Library

Call to Order/Welcome

Ms. Fulton opened the Library Board meeting at 5:13 p.m. on Tuesday, August 30, 2022 and led roll call of participants.

Approval of June Meeting Minutes

Mr. Carter made a motion to approve the minutes and Mr. Blackburn seconded. All members approved.

Regional Library Report

Ms. Bryant provided a handout to board members with the current Buffalo River Regional Library Report. She focused on the upcoming training and particularly the Tri-Regional Trustee Workshop. This will be held at the Brentwood Library on Tuesday, October 4, 2022. An email invitation was sent to board members and those not receiving the email should let them know for their information to be added. At least one board member should attend and all are welcome. This contributes to the considerations of upcoming grants.

Ms. Bryant reported that the Ardmore and the Hickman County Library Director positions are currently open.

Friends of the Library Report

Ms. Hartman reported that the FOL members have been taking a break with fundraising after the paying off of the building debt. They are open to ideas to work on next. The top idea is work on the basement. It was recommended that they should first consult with the ADA to determine what would need to be done to make the basement ADA

compliant and if it's even possible. She said she will take the recommendation to the FOL.

Old Business

Ms. Murr started with the StoryBook Walk. The signs have been installed but the inserts are not in yet. The key person to complete the project is out on leave and will not be returning for a few weeks.

The next topic was the roof insurance claim. Ms. Murr provided the claim information and a discussion was held concerning securing bids. There needs to be a minimum of 3 bids with advertisement in the local paper, the website and posted on the door. The Library will need to provide specs of what the companies will be bidding on and will make sure they understand they will need to provide proof of licenses, insurance and workman's compensation. Ms. Murr will check with the city & county about approved vendor list.

Finally, Ms. Murr provided all the receipts and purchase orders for the end of the 2021-2022 fiscal year purchases approved from the last meeting. Everyone reviewed and were satisfied with the documentation. In addition, a balance sheet as of June 30, 2022 was provided for review.

New Business

Ms. Murr brought a recommendation before the board to update the Computer Use Policy for the library. There have been some issues with patrons accessing pornographic material and these incidents need to be curtailed. The computers will come up with an agreement page describing the computer use policy and patrons will have to agree to use. Ms. Hartman made a motion to accept these updates and Mr. Keenan seconded. All were in favor.

Next was the issue of the Director's salary adjustment discussed at the last meeting. The board agreed to increase her salary by \$1500 but failed to put it to a vote. Mr. Blackburn made a motion to increase the Director's salary by \$1500, retroactive back to July 1st, 2022. Ms. Delap seconded the motion and all approved.

Much discussion was held concerning the Director's vacation and sick leave accrual and rollover policy. It was determined that a personnel committee needs to be formed with the goal of updating the policies on holidays, vacation, sick leave, etc. In the mean time, Mr. Carter made a motion for the Library Director to receive 8 hours of sick and 8 hours of vacation per month based on a 40-hour workweek. Sick leave will accrue unlimited but will not be paid out upon leaving the position, vacation can be accrued up to 160 hours, and accrual rate will increase to 12 hours after 5 years, 14 hours after 10 years and 16 hours after 20 years (based on 40-hour work week). In addition, a personnel committee will be formed to review and update the policies. Ms. Bradford seconded the motion and all voted in favor.

Ms. Murr is expecting and will be on maternity leave from approximately October 20th until January 1, 2023. Ms. Bradford made a motion to give Ms. Murr 8 weeks of paid maternity leave and Mr. Carter seconded. Everyone approved.

Holidays and library closure was the next topics. Recommendations were made to close for Thanksgiving on Thursday, Friday and Saturday (11/24-26) and for Christmas on Saturday and Monday (12/24 & 12/26). Ms. Murr also recommended that there is a need to close for reconfiguring the 1st floor. Given the large participation in the summer reading program, there needs to be more room to accommodate more children. This will be a large undertaking and the new furniture and shelving will be brought out for use. Ms. Delap made a motion to pay the holidays according to each employee's regular work week. Ms. Bradford seconded the motion and it passed with all in favor.

The Host of Christmas Past will happen while the Director is on maternity but the staff is prepared to handle this activity in November. Board participation will be needed to help with refreshments. The theme this year will be Gingerbread.

Director's Report

Ms. Murr reported that the "Touch a Truck" event was a huge success. There were more than 300 participants. The Lego Club started up and had around 35 participants the first month. A STEM club is starting this month and there is an upcoming Author event.

Some of the statistics for this year include 336 registered for the summer reading program which included children and adults. There was 1668 hours of reading reported. Circulation increased 83% for June and July with 55 programs being hosted across the summer. The most popular program was the Advanced Science Center from Nashville with the participants dissecting a squid.

The library will be closed for Labor Day and will be at the Lincoln County Fair on September 23 from 11 a.m. until 1 p.m. in the Chamber of Commerce booth. The library is still looking for a library assistant.

Closure

Ms. Fulton adjourned the meeting at 6:39 p.m. with the next meeting scheduled for Tuesday, September 27, 2023 at 5 p.m. Plans are for a picture to be made of the Board.