

## **Shelbyville Bedford County Public Library Board December 12th Meeting, 2023**

**Board Members present:** Ralph McBride, Marilyn Ewing, Mary Gore, Yesenia Lira-Garcia, John Boutwell, Mark McGee, and Dr. Gerald Martin. Also present: Margaret Petty – Library Director and Kate Huddleston - Regional Director. Not present: Shay Maupin, Mary Pitner, Jennifer Templeton, and Ronnette Tillman.

### **Called to Order**

The meeting was called to order at 1:05 pm with a quorum of seven (7) members.

### **Opportunity for the Public to Address the Board**

No report.

### **Approval of Minutes**

Mary Gore made the motion to approve October's minutes and Yesenia Lira-Garcia seconded. All approved.

### **Treasurer's Report**

Dr. Martin made the motion to approve the Treasurer's Report. Yesenia Lira-Garcia seconded the motion. All approved.

John Boutwell made the motion to approve the Christmas bonus'. Dr. Martin followed with a second. All were in favor of the approval.

### **Regional Libraries' Report**

Kate Huddleston advised that half of the state and federal monies should be spent by now. She also reminded everyone that continuing education resources are available, and that training should be halfway accomplished. Huddleston concluded her report with there being a new hotline available for technical help.

### **Old Business**

Ralph McBride and John Boutwell were able to come up with a policy (that will be in the employee handbook) regarding comp. time. As stated in the policy, staff will have their comp. time approved by the director. If the director is unavailable, Board officers can approve in their place. The director is required to get their comp. time approved by a Board officer.

John Boutwell made the motion to move. Dr. Martin seconded. All approved.

Ralph McBride announced a goal to schedule the reception for City Counsel and Commission in early February. McBride appointed a committee consisting of Shay Maupin, Jennifer Templeton and himself to arrange the gatherings details.

### **New Business**

During October's meeting, Ralph McBride asked Margaret Petty for staff recommendations. Margaret Petty recommended Caleb Harris as the new Assistant Director, Emilee' Le Clear be promoted to full-time as the Youth Services Librarian, and Haley Clanton as a full-time Technology/Marketing Librarian. Petty also plans to hire two 15-hour employees to help alleviate concerns of having backup if multiple staff members are out of the office.

John Boutwell made a motion to approve followed by a second from Dr. Martin. All approved.

Margaret Petty advised the audit is going well. There has been some adjustments as far as certain line items. With those changes, it will be easier to decipher next year.

Mark McGee made a motion to approve the amended 2023-2024 proposed budget. John Boutwell seconded. It was unanimously approved.

Boutwell made the motion to approve raises for staff members and the director (\$3,000 per month). These changes will be made retroactive to the beginning of the fiscal year. Raises for part-time employees will be effective January 1<sup>st</sup>, 2024. Dr. Martin seconded the motion while all approved unanimously.

### **Friends of the Library**

Margaret Petty announced the report on behalf of Mary Pitner. The Friends of the Library donated \$3,700 to the library to buy bookshelves for the juvenile section. The FOTL will not meet again until March 2024.

### **Personnel Committee**

No report.

### **Community Relations**

Mark McGee reported that several articles appeared in the Bedford County Post and on Facebook. They included a profile of Margaret Petty accepting the library director's position, a brief article on the new solar charging station, and photos of the Wine Walk.

### **Property Committee**

There was a brief discussion on a tree growing at a 45-degree angle. Petty indicated that she has a plan to deal with this tree in the spring. One of the recently planted trees has already died and the rest may not survive the winter.

### **Librarian's Report**

Margaret Petty started her report with a remark on the Level 5 Summit. She really enjoyed it, calling it "very insightful" and plans to incorporate shared ideas with the staff and patrons.

The teddy bear workshop fundraiser raised \$340. There has been some discussion for another during the summer reading program.

Yesenia Garcia made the motion to adjourn the meeting at 1:42pm.

Shay Maupin | Treasurer/Secretary