

## **Shelbyville Bedford County Public Library Board July 23rd, 2024**

**Board Members present:** Ralph McBride, Mary Pitner, Shay Maupin, Bonne Belden, Mark McGee, Dr. Gerald Martin, Brent Pewitt, and John Boutwell. Also present: Margaret Petty – Library Director and Kate Huddleston – Regional Director. Not present: Marilyn Ewing and Jennifer Templeton.

### **Called to Order**

Welcoming our new members, Belden and Pewitt, the meeting was called to order at 1:02pm with a quorum of eight (8) members.

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

No report.

### **Approval of Minutes**

Mary Pitner made the motion to approve June's minutes, and Mark McGee seconded. All approved.

### **Treasurer's Report**

Mark McGee made the motion to approve the Treasurer's Report. Mary Pitner seconded the motion. All approved.

### **Regional Libraries' Report**

Kate Huddleston announced MOE's are going out on 8/1. She handed out new orientation packets that contained information on what to expect as a trustee, etc. She reminded everyone to register for their trustee certification. There are 10 modules, and it takes around 5 hours to complete. When board members complete the training, it goes toward our Tech Grant requirements.

### **Old Business**

Margaret Petty reached out to Patrick Lyle who plans to send over a draft of the audit. An issue from 2 years prior was found (under a different audit company). There was a discrepancy from 2021 in the TCRS. Petty is working with them to get it rectified. There were some accounts that were either paid too much or not enough. Some of those issues consisted of external accounting reports, proper documentation to support purchases, etc.

All library staff received a 7% raise (whoop! whoop!).

Ralph McBride suggested a new employee agreement for Margaret at the beginning of the fiscal year. This will ensure she gets the benefit of the raise and will be on the same schedule as the rest of the staff.

Dr. Gerald Martin approved. John Boutwell seconded. All approved.

### **New Business**

Ralph McBride, John Boutwell and Shay Maupin agreed to remain as officers for the 2024-2025 term. Mary Pitner approved. Mark McGee seconded. All approved.

There has been an increase in inquiries about the library being open on Sundays. After much thought, Petty suggested having SBCPL open an additional 7 hours. Starting on September 3<sup>rd</sup>, 2024 – M, T, and Th (8am-8pm), W, F, Sat (8am-5pm), and Sunday (1pm-5pm) – totaling 67 open hours. There will be 2 staff present on Sundays. Whoever works that Sunday, would work half a day the following week. Caleb Harris has asked if he could be a permanent staffer for Sundays. The rest of the staff will be required to work 1 Sunday every 8 weeks (taking them in rotation). There was a concern that if we change the hours to include Sunday, patrons will not attend. It was suggested we could do a trial run for 6 months and revisit the previous hours if needed. Kate Huddleston made sure to announce that if we make a change to our hours, we must keep them there. The State doesn't like the back and forth. Bonne Belden asked if we could advertise the new hours to make sure people are aware.

Mary Pitner made a motion to adopt the suggested hours for 6 months starting on September 1<sup>st</sup>, 2024, with no possibility of comp. time. John Boutwell seconded. All approved unanimously.

Atrium is doing in house training on August 15<sup>th</sup> and 16<sup>th</sup>. They suggested to Margaret we close early on those days so that everyone has the chance to learn at the same time. Hours for those days would be 8am-4pm. John Boutwell approved the request. Mary Pitner seconded. All approved.

After much thought and patience, Margaret Petty asked that the hotspots be cancelled. There are 27 unaccounted for and we only have 1! Making sure that they are turned off takes up the employee's time. Shay Maupin asked what if we kept just enough for the loyal users who do use them and return them however it does not make sense financially for the upkeep. John Boutwell approved the hot spot cancellation after a 30-day notice. Brent Pewitt seconded. All approved.

The board agreed there would be no meeting in August. Mary Pitner approved. John Boutwell seconded. All approved.

### **Friends of the Library**

Mary Pitner gleefully shared that Debra Webb, a USA Today's bestselling author, will be the speaker for this year's luncheon in October. A decision hasn't been made if it will be held on the 1<sup>st</sup> or 14<sup>th</sup>.

### **Personnel Committee**

The America Jobs school grant is ending. One of the recipients is going to MTSU and the other has been offered a part time position. She accepted and has agreed to work 10-15 hours a week.

### **Community Relations**

A photo of Margaret in the book mobile was posted in the paper. McGee also shared that there will be a promo about the upcoming drawing class.

### **Property Committee**

No report.

### **Librarian's Report**

No report.

The meeting was adjourned at 2:10pm.

Shay Maupin | Treasurer/Secretary