

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

January 9, 2026

IN ATTENDANCE

Board Members present: Paul Nutting, Renée Wray-Davis, Martin Morgan, Norma Dutton, and Suzanne Glover

Others present: Cecilie Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Steve Pierson, Jennie Waddington (Guest), and Joyce Munda (Guest)

CALL TO ORDER

Paul Nutting called the meeting to order at 8:34 a.m. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

There were no requests by the public to address the Board.

APPROVAL OF MINUTES November 14, 2025

The motion was made by Martin Morgan to approve the November 14, 2025, minutes as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

REPORT OF THE TREASURER

Michelle Adcock stated Steve Pierson could not attend today's meeting but had submitted the following:

- A balance of \$297,876.25 in the US Bank Checking Account.
- During November and December, the Library brought in \$121,194.26 in deposits and spent out \$158,565.01.

The motion was made by Martin Morgan to approve the financial statement as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

REPORT OF CHAIRPERSON

Paul Nutting reported on the results of Director Evaluation. Michelle Adcock received an overall score of 4.9 out of a maximum of 5.0. Paul went on to say the Board appreciates Michelle's hard work and leadership. Furthermore, they have full confidence in her and her decisions made on the behalf of the library.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. She provided some important updates:

- The Red River Regional Library Board report will now be sent out monthly.
- A reminder to complete your Trustee Certification if you have not already done so.
- The regional office will be closed on January 19, 2026, in observance of Martin Luther King, Jr. Day.
- Training Opportunities:
 - 01/13/2026 Youth Services Roundtable
 - 01/15/2026 Library Board Chair Roundtable
- The Staff of the Stokes Brown Public Library completed 430 hours of training. 23 staff members went above and beyond their required hours.
- Michelle, Michaela, Bennett, and Will completed well above the required training hours.
- Results from the Tennessee Standards for Public Libraries for 2025 were presented.

REPORT OF DIRECTOR

The Director's report was given by Michelle Adcock. She highlighted the following:

- The Stokes Brown 2025 standards that were not met were included in the Board Packet. Currently, the technology plan is being addressed. We have purchased property for every piece of technology to better address improvements and replacements. Establishing a MOU with the Friends of the Library and a Teen Advisory Board are also being addressed.
- The Friends of the Library hosted a Sweet Sixteen birthday party for Dewey and a membership drive on January 16, 2026. Several were in attendance and many had their picture made with Dewey including the Springfield City Mayor, Buzzy Poole.
- The Pinewood Derby will be January 22, 2026 at 5:30 pm. It is a great opportunity for the participants to learn physics, problem solving and sportsmanship.
- Staff are preparing for our second annual murder mystery. This year we will have a cruise theme.
- Planning for the Summer Reading program has begun.
- We had our annual staff training in December. Carly Rager was on hand to present a session on tools to create attractive and professional fliers with minimal input as well as tips on maximizing our social media marketing. Caitlyn Haley presented an interactive session on deescalating difficult patron interactions, and Caleb Northington also presented a session about using the 3D printer. Lunch was provided by the Friends of the Library.

Strategic Plan Update

Michelle Adcock reported the Strategic Plan had been updated and reformatted. The new objectives are circled.

Internal Control Narrative

Michelle Adcock provided the Internal Control Narrative, which outlines the processes for purchases, disbursements, cash receipts, payroll, foundation procedures, and Friends of the Library Procedures for Finances. This is a procedural document and does not need to be voted on by the Board, but should be reviewed regularly.

Image Evaluation

Michelle Adcock reported we are currently collecting responses to the Image Evaluation Survey. The results will be available at the next board meeting.

Friends of the Library

Jennie Waddington stated the Friends had nothing new to report.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Mission, Vision, and Broad Goals

Michelle Adcock stated there were no changes to the policy. It was in the rotation to be reviewed and no changes were required.

The motion was made by Martin Morgan to approve the Mission, Vision, and Board Goals as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Website Policies

Michelle Adcock presented the accessibility statement, privacy policy, terms, conditions, and cookies for the new website. She stated it was important to have these in place before we went live with the new website. They may need to be updated once we see how things are working, but they need to be in place beforehand.

The motion was made by Suzanne Glover to approve the Website Policies as presented and seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

OLD BUSINESS

Discuss and possibly take action on Accepting/Expending Grant of \$50,000 for Book Vending Machine

Michelle Adcock stated discussions with the Tri-Star Medical center have fallen through. We are now looking at IGA-Crossroads in Greenbrier. Since the library has not confirmed possible placement of the vending machine, the proposal was tabled at this time.

Discuss and possibly take action on Age-Appropriateness Review

Michelle Adcock stated the library has completed the review. A total of ten books were reported to Tre Hargett, Tennessee Secretary of State, which were removed or deleted:

Title	Circulations	Action/Reasoning
Dealing w/weapons at School	0	Deleted, out of date, zero circulations
Frankie & Bug	0	Deleted, executive order, zero circulations
Draw me a Star	88	Retained in Easy, artistic nudity and lacking detail
Naked	100	Retained in Easy, artistic nudity and lacking detail
Sparkle Boy	6	Moved to Teacher Shelf, executive order
Julian is a Mermaid	34	Moved to Teacher Shelf, executive order
Fourmile	3	Moved to YA, violence
The Other Boy	21	Moved to YA, executive order
Nothing Ever happens here	1	Moved to YA, executive order
Elle Campbell wins their weekend	3	Move to YA, executive order

The motion was made by Martin Morgan to approve the Age-Appropriateness Review as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Enable Auto Renewal

Michelle Adcock stated the library has the capability to enable auto renewal with defined parameters. The patron would still have limits, but enabling could also impact fine collection. She stated this was just an option we have and it is frequently something libraries do. It would make it easier for the patron and staff, but it also has limitations. No action is required at this time, but please be thinking about it for the next meeting.

NEW BUSINESS

Discuss and possibly take action on Draughon Foundation Grant

Michelle Adcock stated a check of \$7,500 had been received from the Draughon Foundation. She outlined technology items to be purchased with this grant. The items pertain to the maintenance of the 3D printer and tablets with secure stands to support the self-service library card registration.

The motion was made by Martin Morgan to approve the Draughon Foundation Grant as presented and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Cyber Security Insurance

Michelle Adcock stated we do not have this insurance yet. She has contacted Hogan Hatcher & Company and John Chatman, Library Information Systems Specialist for Red River Regional Library, to see how to proceed. John was especially helpful since he is currently pursuing a degree in Cyber Security.

The motion was made by Martin Morgan for Michelle to conduct research on Cyber Security Insurance and was seconded by Renée Wray-Davis.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Surplus Property

Michelle Adcock present two items to be deleted to Surplus Property, HP Computer Tower and a Creality 3D printer ender due to normal wear and tear.

The motion was made by Suzanne Glover to approve the deletion of surplus property as presented and seconded by Martin Morgan.

All vote in favor of. None opposed. The motion passed.

Discuss and possibly take action on Tuition Reimbursement Request

Michelle Adcock stated Will Fisher will graduate in the spring with his MILS degree. He has requested a reimbursement of \$895.50 for Fall 2025 and Spring 2026 for a total of \$1791. He has over a year of service, which makes him eligible for the reimbursement.

The motion was made by Renée Wray-Davis to approve the tuition reimbursement request for Will Fisher for both the Fall 2025 and Spring 2026 semesters for \$895.50 each and seconded by Suzanne Glover.

All voted in favor of. None opposed. The motion passed.

Discuss and possibly take action on Board Vacancy

Michelle Adcock stated Lisa Arnold had resigned her position due to work constraints. We are currently waiting on the City of Springfield to provide a candidate to fill this position since it is traditionally an Alderman. There is no need to vote at this time.

Reminder

Budget season is upon us and the Budget Committee will need to meet in the month of February to meet the deadline to present the budgets to the City of Springfield and Robertson County Boards.

Adjournment was by consensus.

Next Board Meeting March 13, 2026, 8:30 am