

# STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

March 13, 2026

## IN ATTENDANCE

Board Members present: Paul Nutting, Renée Wray-Davis, Martin Morgan, Laurel Burr, Norma Dutton, Suzanne Glover, Jim Stelluto, and David Walker

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Jennie Waddington (Guest), Lee Marie Astier (Guest) and Joyce Munda (Guest)

## CALL TO ORDER

Paul Nutting called the meeting to order at 8:30 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

**Board Meeting January 9, 2026**

**Budget Committee February 13, 20, 27, 2026**

**The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve January 9, 2026, and the February 13, 20, 27, 2026, Budget Committee minutes as presented.**

**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 \$245,669 in the US Bank Checking Account.
- Total deposits year-to-date are \$611, 592.
- Total expenditures year-to-date are \$726,100.
- The County has sent in 3 payments whereas the City has only sent in 2 through 2/28/2026. With the 3<sup>rd</sup> City payment, the deposits and expenditures will be almost even.

**The motion was made by Renée Wray-Davis to approve the financial statement as presented and seconded by David Walker.**

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

## REPORT OF THE REGIONAL LIBRARIAN

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

- A reminder to complete your Trustee Certification if you have not already done so.
- Training Opportunities:
  - 03/10/2026 Director's Roundtable
  - 03/10-12/2026 Southeast Collaborative Online Conference
  - 03/11/2026 Youth Services Summit
  - 03/18 & 3/25/2026 Leadership Preparation Series for Public Library Department Managers and Assistant Directors
- Suedy Valeriano-Hernandez (desk clerk) has completed her Core Competencies Certification.
- A reminder to review your bylaws annually.

## REPORT OF DIRECTOR

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

- Severe winter weather forced the library to close for four days resulting in a noticeable decline in door count. Despite the closures circulation numbers remained strong, surpassing totals from each of the previous two months.
- Our annual pinewood derby was held on January 22<sup>nd</sup>, which is always popular with our patrons.
- We don't often mention our off-site activities other than field trips but they are noteworthy. We have staff going to McKendree Arbors twice a month, as well as Y-Quest and Bransford Pride After-School weekly.
- The new website is up and running, which now meets the accessibility guidelines that will soon be required for government websites.
- A field trip to the Robertson County History Museum had over 50 in attendance.
- The City of Springfield promoted our movie night on their Facebook. We had 31 in attendance for Song Sung Blue.
- A patron on Facebook made the following comment: "[My child's] first time at bilingual story time at Stokes Brown Public Library was so much fun! Any of Springfield/Robertson county friends, ya'll should join us...They have so many fun activities for the kids and [my child] loved getting to see Dewey! So thankful our public library"

## Strategic Plan Update

The new objectives are circled. We are currently talking to the City of Greenbrier about possibly locating the book vending machine in the city hall.

## Image Evaluation

Michelle Adcock presented the 2026 Image Evaluation results. Overall, the results were as expected with nothing out of the ordinary. She highlighted a few of the comments from the evaluation:

- The hinges on the bathroom doors are on the inside of the door rather than on the outside. If the hinges are on the outside, it is easier for medical personnel to access an individual if they have fallen.
- One of the greatest characteristics of SBPL is its exemplary staff...Courteous, friendly, kind and even funny at times. Always helpful and approachable.

## Friends of the Library

Joyce Munda reported a decision had not be made on the additional funds from the endowment. She also stated Friends of the Library would be voting on their new slate of officers at their next meeting in May. The nominations are as follows: Joyce Munda, President, Susan Guthrie, Vice-President, Jan Howard, Secretary, and Lee Ann Fisher, Treasurer.

## REPORT OF POLICY COMMITTEES

### *Discuss and possibly take action on Social Media Policy*

Michelle Adcock stated this policy has been rewritten to reflect current practices. The rewritten policy is in red with underlined text denotes substantive changes.

**The motion was made by Suzanne Glover and seconded by Jim Stelluto to approve the Social Media Policy as presented (with removal of two commas).**

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

### *Discuss and possibly take action on Budget proposal for FYE 2027*

Michelle Adcock presented the budget proposal to be presented to the City of Springfield and Robertson County budget committees. The library is requesting an additional \$45,270 from each entity. This would make the total request to each entity \$514,260. Both must agree to the increased level. She also suggested the Board empower the budget committee to act on negotiations as needed during the budgeting process.

**The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve the Budget Proposal as presented and to authorize the empowerment of the budget committee to act on negotiations during the budget process.**

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

**REPORT OF NOMINATING COMMITTEES**

Michelle Adcock presented the following:

<b>Member Nominations 7/1/26-6/30/29</b>		
Tiffany Thomson	City	Term 1
Drew Sadler	City	Term 1
Renée Wray-Davis	County	Term 2

**Vote in May meeting-Term starts July 1**

<b>Officer Nominations 7/1/26-06/30/27</b>	
Stephanie Bradley	Chairperson
Renée Wray-Davis*	Vice Chairperson
Martin Morgan	Treasurer
Laurel Burr*	Secretary

**Vote in May meeting-Take office July 1**

\*Both Renée and Laurel graciously volunteered for their positions

**OLD BUSINESS**

***Discuss and possibly take action on Cyber Security Insurance***

Michelle Adcock presented an email she had received from Hogan & Hatcher Insurance on Cyber Liability. The email had a bullet-point list of some of the coverage under each Auto-Owner’s Cyber Suite (not an exhaustive list). The Board would like for Michelle to determine what coverage we should have and a pricelist at the next meeting.

***Discuss and possibly take action on Enable Auto Renewal***

Michelle Adcock stated the Circulation Supervisors would very much like to enable auto renewal. After discussion the Board asked for Michelle to create a proposal with an itemized list of what enabling could and could not do. Caitlyn Haley suggested Michelle ask the list serve if other libraries did this and ask for pros and cons.

## **NEW BUSINESS**

### ***Discuss and possibly take action on OPEB-Pre-65 Retiree Health Insurance***

Michelle Adcock stated the library has opted for this and has done so for years.

**The motion was made by Laurel Burr and seconded by Jim Stelluto to continue to opt into the OPEB-Pre-65 Retiree Health Insurance as presented.**

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

### ***Discuss and possibly take action on Borrower Records Purge***

Michelle Adcock suggested we purge library cards expired for three years and with fines less \$100. This is just a bit of housekeeping that State Standards suggests is done every three years. We do it every year to keep the numbers more consistent. This purge would delete approximately 750 patrons with \$3000 in fines. Laurel Burr suggested a social media blast to announce this was going to happen.

**The motion was made by Martin Morgan seconded by Suzanne Glover to complete the borrower records purge as presented and was.**

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

Adjournment was by consensus.

**Next Board Meeting May 8, 2026, 8:30 am**