STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

May 8, 2026

IN ATTENDANCE

Board Members present: Paul Nutting, Stephanie Bradley, Renée Wray-Davis, Martin Morgan, Laurel Burr, and Suzanne Glover

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), Susan Guthrie (Guest) and Joyce Munda (Guest)

CALL TO ORDER

Paul Nutting called the meeting to order at 8:37 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

The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve the March 13, 2026 minutes as presented.
All voted in favor of. None opposed. The motion passed.

REPORT OF THE TREASURER

Steve Pierson presented the financial statements to the board and highlighted the following:

- Currently, $315,660.30 is in the checking account
- Total income for the year is $866,840.83.
- Total expenditure for the year is $895,799.35.

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

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:

  5/14/2026 10:00 am-3:15 pm Virtual Partnership Fair
  5/19/2026 9:30 am-12:30 pm IT & Technology Staff at Red River Regional Library
  5/25/2026 Red River Regional Library will be closed in observance of Memorial Day

REPORT OF DIRECTOR

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

- The new website has now gone live and it meets the Web Content Accessibility Guidelines (a requirement for the federal government).
- The library was closed on Good Friday and Easter. Additionally, the library was closed for a training day presented by Red River Regional Library in Clarksville.
- Michelle Adcock and Michaela Willbanks traveled to Knoxville for TNLA where they presented a session for libraries that are not departments of a larger entity.
- The Friends of the Library and Michelle have talked to a Space Planner to help with the flow and function of the library.
- Michelle Adcock thanked the Board for allowing the library to close to attend the funeral of Patricia Bellar. Ms. Pat was loved by all of us, and thank you for allowing us a time to grieve.
- The purchase of the book vending machine has been delayed due to import tariffs. However, the City of Greenbrier has agreed to place the machine in City Hall.
- Summer Reading will begin on June 1st. The theme is "Unearth a Story". We have been planning fun activities for all ages and are ready for the fun to begin.
- We will be hosting Fandom Fair on July 18th 10:00 am -3:00 pm. This is a great event for anyone who is interested in sci-fi, anime, comics, or gaming.
- Our Teen Librarian is finalizing a "100 Books before Graduation" program. This will provide incentives to our teens to encourage them to read 100 books of their choice before they graduate high school.

Strategic Plan Update

The new objectives are circled. Most of those objects were highlighted in the Director's report.

Friends of the Library

Joyce Munda reported the Friends of the Library voted on their new slate of officers earlier this week. The officers are as follows: Joyce Munda, President, Susan Guthrie, Vice-President, Jan Howard, Secretary, and Lee Ann Fisher, Treasurer. A decision had not be made on the additional funds from the endowment. Currently, arbitration is continuing and slowly moving forward. Plans are moving forward to extend the children's garden towards the alley. A bid of $2,000 has been received for removal of the dead tree and a stump on the property line. The Friends would also like to add more parking spaces in the alley that are permeable to assist with water drainage.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on VR policies, VHS/DVD Conversion, & 3D Printing, 3D Scanning, and Laser Cutting policies

Michelle Adcock stated the VR policy has not changed at all, the changes to the VHS/DVD Conversion, 3D printing are all in red and reflect current practice.

The motion was made by Stephanie Bradley and seconded by Martin Morgan to approve the VR policy, VHS/DVD Conversion, & 3D printing, 3D Scanning and Laser Cutting policies as presented.

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

Discuss and possibly take action on Public Bulletin Board Policy

Michelle Adcock presented the current Bulletin Board Policy. She is asking the board to review the current policy and provide input for rewording the policy or eliminating having a board. Michelle stated we would have to seek council from the county attorney to ensure it is properly worded.

The motion was made by Laurel Burr and seconded by Martin Morgan to send the Public Bulletin Board policy to the policy committee and bring the rewritten policy back to the board.

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

REPORT OF NOMINATING COMMITTEES

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

Term starts July 1

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

Take office July 1

The motion was made by Suzanne Glover and seconded by Stephanie Bradley to approve the nominations as presented.

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

OLD BUSINESS

Discuss and possibly take action on Cyber Security Insurance

Michelle Adcock presented a quote she had received from Hogan & Hatcher Insurance on Cyber Security Insurance. The quote includes a $1,000,000 coverage for an outside cyber-attack for $3,445/per year.

The motion was made by Martin Morgan and seconded by Stephanie Bradley to approve the Cyber Security Insurance as presented.

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

Discuss and possibly take action on Enabling Auto Renewal

Michelle Adcock presented the guidelines for auto renewal of items which would include all print books and audio books. Items that would not be eligible for auto renewal would include Hotspots, Spheros, Launchpads, puzzles, items in the Library of Things, or items another patron has placed on hold.

The motion was made by Martin Morgan and seconded by Renée Wray-Davis to approve enabling auto renewal All voted in favor of. None opposed. The motion passed.

NEW BUSINESS

Discuss and possibly take action on Budget Reallocation

Michelle Adcock presented a budget reallocation for line items as follows:

Budget Reallocation

Income Side		
From	To	Amount
Credit Card Transaction	Other Income-Printing	$900

Expense Side		
From	To	Amount
Periodicals	A/V-DVD	$500
Postage	Programs- Program Supplies	$200
Salaries-Other	Salaries-Medical Insurance	$3,000
Salaries-Other	Staff Development-Dues	$700
Salaries-Payroll Taxes	Software & Licensing	$1,700
Supplies	Telephone/ Internet	$4,000
Supplies	Utilities	$4,000

Michelle stated this is standard practice that occurs at the end of a budget year for the budget line items to balance.
It was stated that due to the plumbing emergency the Library may have to take money from fund balance to balance budget in the July 2026, Board Meeting.

The motion was made by Laurel Burr and seconded by Renée Wray-Davis to approve the budget reallocation as presented.

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

Discuss and possibly take action on TCRS rate certification

Michelle Adcock presented the TCRS rate certification as 4.26%.

The motion was made by Laurel Burr and was seconded by Suzanne Glover to maintain the TCRS rate at 4.26%.

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

Discuss and possibly take action on allowing vendor selling at Fandom Fair

Michelle Adcock presented the Fandom Fair event information. This is the first time event for the library and it is a family-friendly event to be held on July 18, 2026. It is an event for fans of sci-fi, comics, anime, and cosplay. We are asking the Board to allow vendors to sell items out of their booths.

The motion was made by Stephanie Bradley and was second by Renée Wray-Davis to allow vendors to sell items at Fandom Fair on July 18, 2026.

Four voted in favor of. One opposed. The motion passed.

Adjournment was by consensus.

Next Board Meeting July 10, 2026, 8:30 am