STOKES BROWN PUBLIC LIBRARY
BOARD MINUTES

July 10, 2026

IN ATTENDANCE

Board Members present: Stephanie Bradley, Jim Stelluto, Norma Dutton, Drew Sadler, Tiffany Thomson, Laurel Burr, Suzanne Glover, and Renée Wray-Davis.

Board Member attending remotely (non-voting): Martin Morgan (via telephone).

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Steve Pierson, CPA (Pierson CPA, via Microsoft Teams), Jennie Waddington (Guest), and Joyce Munda (Guest).

CALL TO ORDER

Stephanie Bradley called the meeting to order at 8:35 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 Jim Stelluto and seconded by Renée Wray-Davis to approve the May 8, 2026 minutes as presented.

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

REPORT OF THE TREASURER

Steve Pierson presented the financial statements to the Board and explained that the budget is currently overspent and not balanced. He noted that a more detailed financial analysis will be presented at the next meeting.

Michelle Adcock reviewed the primary causes of the budget overages, including:

- Cybersecurity insurance
- Plumbing expenses
- Security alarm maintenance
- Roofing expenses
- HVAC maintenance
- Electrical maintenance
- Approximately a $2,100 increase in property insurance
- Salary adjustments related to a retiring employee
- Increased employee insurance costs after a replacement employee selected family coverage rather than single coverage

Drew Sadler noted that the overage represents only a small percentage of the overall budget and that unexpected expenses do occur.

The motion was made by Drew Sadler and seconded by Laurel Burr to approve the budget reallocation as presented.

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

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve the budget amendment as presented.

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

Martin Morgan expressed concern regarding increasing employee health insurance premiums. Michelle Adcock and Steve Pierson explained the library's participation in the State of Tennessee insurance plan.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Caitlyn Haley. She highlighted the following:

- Upcoming Trustee Workshop
- Library Support Rankings explanation
- Tennessee Public Library Standards Survey due July 15, 2026
- Robertson County population figures used in state funding calculations
- Internal controls and Comptroller audit updates

REPORT OF THE DIRECTOR

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

- The library spent approximately $10,657 on 981 programs serving 22,911 attendees.
- The average cost was approximately $10.86 per program and $0.46 per attendee.
- Physical collection circulation has declined.
- Program attendance continues to increase.

STRATEGIC PLAN UPDATE

Michaela Willbanks presented an update on the library's Strategic Plan.

FRIENDS OF THE LIBRARY

Joyce Munda reported that plans continue to move forward for the garden expansion and parking lot improvements. She also noted that approximately 45% of the remaining third of the inheritance will be shared between the Friends of the Library and Springfield First United Methodist Church.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Library Board By-Law Revision

Michelle Adcock presented revisions to the Library Board By-Laws, highlighting changes regarding agenda items and public comment procedures.

The motion was made by Laurel Burr and seconded by Tiffany Thomson to adopt the language highlighted in blue.

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

Stephanie Bradley then discussed changing the regular Library Board meeting time.

The motion was made by Drew Sadler and seconded by Suzanne Glover to change the regular Board meeting time to 10:00 a.m.

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

The motion was made by Drew Sadler and seconded by Jim Stelluto to approve the revised Library Board By-Laws as amended.

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

Discuss and possibly take action on Public Bulletin Board Policy

Michelle Adcock presented revisions to the Public Bulletin Board Policy.

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve the policy as presented.

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

Discuss and possibly take action on Educator Card Policy

The Board reviewed the Educator Card Policy. No policy changes were recommended. Drew Sadler suggested increasing marketing efforts to local schools.

The motion was made by Laurel Burr and seconded by Renée Wray-Davis to reapprove the Educator Card Policy as presented.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Discuss and possibly take action on the Public Library Service Agreement

Michelle Adcock presented the updated Public Library Service Agreement. The agreement includes revised language requiring compliance with applicable state and federal orders issued by the Tennessee Secretary of State, and adjustments to training requirements.

The motion was made by Laurel Burr and seconded by Jim Stelluto to approve the Public Library Service Agreement as presented.

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

Discuss and possibly take action on appointments to committees

Michelle Adcock presented the proposed Library Board committee appointments for 2026–2027.

- Budget Committee: Stephanie Bradley, Renée Wray-Davis, and Drew Sadler
- Policy Committee: Stephanie Bradley, Laurel Burr, Renée Wray-Davis, and Jim Stelluto
- Nominating Committee: Stephanie Bradley, Martin Morgan, Tiffany Thomson, and Laurel Burr
- Personnel Committee: Stephanie Bradley, Suzanne Glover, Tiffany Thomson, and Norma Dutton

The motion was made by Tiffany Thomson and seconded by Jim Stelluto to approve the committee appointments as presented.

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

ADJOURNMENT

The motion was made by Drew Sadler and seconded by Suzanne Glover to adjourn the meeting.

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

The next Library Board meeting will be held on Friday, September 11, 2026, at 10:00 a.m.