STOKES BROWN PUBLIC LIBRARY
BOARD MINUTES

September 11, 2026

IN ATTENDANCE

Board Members present: Stephanie Bradley, Norma Dutton, Drew Sadler, Tiffany Thomson, Laurel Burr, Suzanne Glover, and Martin Morgan.

Others present: Caitlyn Haley (Regional Services Coordinator, Red River Regional Library), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Steve Pierson, CPA, Jennie Waddington (FoL Member), and Joyce Munda (FoL President, arrived after the meeting began).

CALL TO ORDER

Stephanie Bradley called the meeting to order at 10:00 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 Drew Sadler and seconded by Laurel Burr to approve the July 10, 2026 minutes as presented.

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

REPORT OF THE TREASURER

Steve Pierson presented the July and August financial statements and reviewed the year-end actuals from June. He explained that the current figures appear somewhat skewed because the library is awaiting City appropriation revenue and should catch up once those funds are received.

The financial statements were approved without objection.

REPORT OF THE REGIONAL LIBRARIAN

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

- Maintenance of Effort (MOE) is due October 31, 2026.
- Cecilie will contact Tiffany Thomson and Drew Sadler regarding Trustee orientation.

REPORT OF THE DIRECTOR

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

- The ADA compliance issue and the reason for the current pause were explained.
- Libby will require patrons to use a PIN.
- Laurel Burr, Drew Sadler, and Michelle Adcock attended Trustee training.
- The City of Springfield provided AWE computers through a grant, along with Chromebooks and iPads.
- Hunter McDougal has been hired as the new Technology Trainer. Plans for technology training and creation of a Maker Space were discussed.
- The 100 Books Before Graduation initiative has launched.
- A Winter Read Up is planned in connection with the Pinewood Derby.
- Cindy retired after 10 years of service as Cataloger.
- Summer Reading participation totaled 449, continuing an upward trajectory.

STRATEGIC PLAN UPDATE

Michaela Willbanks presented an update on the library's Strategic Plan. Laurel Burr asked about the proposed book vending machine, and the Board discussed potential tariff-related costs for equipment from Canada.

FRIENDS OF THE LIBRARY

Jennie Waddington provided a Friends of the Library update, including funding, a meeting regarding parking feasibility, and garden construction.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Laptop/Chromebook Policy

The Board discussed the Laptop/Chromebook Policy, including a full replacement cost of $384. The Board agreed that patrons should be clearly informed of the replacement cost.

The motion was made by Drew Sadler and seconded by Laurel Burr to approve the policy with the amendment regarding notice of replacement cost.

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

Discuss and possibly take action on Collection Development Policy

The motion was made by Tiffany Thomson and seconded by Suzanne Glover to approve the Collection Development Policy as written.

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

Discuss and possibly take action on Children's Internet Protection Act (CIPA)

The motion was made by Laurel Burr and seconded by Tiffany Thomson to approve the CIPA policy as written.

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

UNFINISHED BUSINESS

The Board agreed to use the term “Unfinished Business” in place of “Old Business.”

NEW BUSINESS

Discuss and possibly take action on release of microfilm to County Archives

The motion was made by Tiffany Thomson and seconded by Drew Sadler to release the microfilm to the Robertson County Archives.

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

Discuss and possibly take action on release of Jo Byrns materials to the History Museum

The motion was made by Laurel Burr and seconded by Tiffany Thomson to release the Jo Byrns materials to the History Museum.

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

Discuss and possibly take action on extended hours for Christmas Parade Day

The Board discussed extending library hours on the day of the Christmas parade.

The motion was made by Drew Sadler and seconded by Suzanne Glover to approve the extended hours.

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

Discuss and possibly take action on Minimum Credit Card Charges

The Board discussed reducing the minimum credit card charge from $5.00 to $2.00.

The motion was made by Laurel Burr and seconded by Drew Sadler to reduce the minimum credit card charge from $5.00 to $2.00.

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

Discuss and possibly take action on Approval of the FY 26-27 Budget

Michelle Adcock reviewed the FY 2026-2027 budget, including cost savings related to telephone and data services. The Board also discussed the employee health clinic and retirement costs.

The motion was made by Drew Sadler and seconded by Tiffany Thomson to approve the FY 2026-2027 budget as presented.

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

Discuss and possibly take action on employee raises retroactive to July 1

Michelle Adcock explained the employee raise structure and that the raises would be retroactive to July 1, 2026.

The motion was made by Tiffany Thomson and seconded by Norma Dutton to approve the raises retroactive to July 1, 2026.

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

Discuss and possibly take action on Starting Pay Rates

The Board reviewed the FY 2026-2027 base starting pay rates. It was discussed that the starting pay be the lowest tier for those hired in even if they had education that would later put them at a higher rate.

The motion was made by Laurel Burr and seconded by Drew Sadler to approve the FY 2026-2027 starting pay rates.

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

Discuss and possibly take action on Employee Health Insurance Premiums

The Board discussed the library's contribution toward employee health insurance premiums.

The motion was made by Tiffany Thomson and seconded by Drew Sadler to approve payment of 75% of the cost of employees' health insurance premiums.

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

Discuss and possibly take action on Depreciation of Laptops and Cart

The motion was made by Laurel Burr and seconded by Suzanne Glover to approve the depreciation of the laptops and cart.

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

Discuss and possibly take action on Renewal of MOU with White House Public Library

The Board reviewed renewal of the Memorandum of Understanding with White House Public Library regarding the shared TLS system.

The motion was made by Tiffany Thomson and seconded by Suzanne Glover to approve renewal of the MOU.

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

ADJOURNMENT

The meeting was adjourned without objection.

The next Library Board meeting will be held on Friday, November 13, 2026, at 10:00 a.m.