

**MINUTES OF THE REGULAR MEETING OF
COLLIERVILLE PUBLIC LIBRARY BOARD
Tuesday, October 25, 2022**

The Collierville Public Library Board held a regular public meeting in the Board Chambers at Town Hall at 6:00 pm on Tuesday, October 25, 2022.

Agenda Item 1: CALL TO ORDER

Chairman, Cheryl Long called the meeting to order at 6:00 pm.

Agenda Item 2: ROLL CALL

The following members of the Library Board were present: Dr. Andre Crafford, Mr. John Stamm, Ms. Cheryl Long, Ms. Shobha Iyer, and Mr Robert Persons. Absent: Ms. Rae Bittle and Alderman Billy Patton

Staff present included Library Director, Lisa Plath.

Agenda Item 3: APPROVAL OF MINUTES FOR TUESDAY, July 26, 2022

There were no additions or corrections to the minutes. Ms. Persons made a motion to approve the minutes. Dr. Crafford seconded the motion.

Roll Call: – Dr. Crafford – yes, Ms. Long - yes, Mr. Persons, - yes, Mr. Stamm – yes. Motion approved.

Ms. Iyer arrived at the meeting at 6:04 after the minutes were approved.

Agenda Item 4: RECOGNITION OF LIBRARY BOARD SERVICE

Ms. Plath thanked the entire Library Board for their service on the Library Board. She stated: serving on the Library Board is an excellent way to get involved in the library and play a role in guiding the day-to-day operation of the Library and cultivating ideas for its future. The Town administration relies on Library Board members to offer policy oversight and support for its mission. The guidance for and support of the Library offered by board members is invaluable.

Ms. Plath recognized two longtime outgoing board members, who according to state law for public libraries, must go off the board for 3 years before they can reapply for appointment.

Dr. Andre Crafford – began serving on the Library Board in 2012 for a total of 9 years of service. With over eighteen years of K-8 teaching experience and seven years as a district administrator, Dr Crafford served as the K-5 Elementary and School Libraries Supervisor for Collierville Schools.

She held positions as a third-grade classroom teacher at Tara Oaks Elementary; School librarian at both Sycamore Elementary and Collierville Middle; Principal of Crosswind Elementary from 2016 – 2020. After 30 years in public education, she retired in June 2020.

She holds a B.A. in Elementary Education a Master's in Instruction and Curriculum Leadership, and an Educational Specialist Degree in Administration and Supervision as well as a Doctoral Degree in Educational Leadership from Union University.

In January 2015, she assisted the Tennessee State Department of Education by serving as a Leadership Coach developing statewide leadership courses and training and as a member of the Leadership Design Team working to improve instruction, build capacity and culture, and personalizing student learning.

In addition to her vast resume of educational achievements, she has also been involved locally. She is a 2013 graduate of the Leadership Collierville class. She served on the Board of Directors of the Collierville Literacy Council, and of course her 9 years on the Collierville Library Board serving as secretary, vice-chairman, and chairman for many years.

Now in her retirement, she uses her previous work experience to assist Palmer Home for Children in Hernando, MS by providing educational guidance to the children in need that they serve.

She has been married to her husband, Rob, since 1989. They have two children, Jessica and James, son-in-law Keegan and a beautiful granddaughter Melody Rose.

Andre's personal reflections about being on the Library Board:

It has been a great pleasure and an honor to serve on the Collierville Library Board these last nine years. As an avid reader and a champion for childhood literacy, I have seen my time on the Board as an opportunity to help make changes that have had a positive impact on our Collierville Community. When a funding issue arose in the early 2000s and left Collierville to search for alternate funding for our town library, a private company was used to see to the day-to-day operations. Our Board was able to help negotiate the transition from privatization back to the Town of Collierville in 2015 and the library has flourished under town leadership. We have been able to provide so many wonderful programs, guest speakers, author visits, and workshops, as well as one of the most outstanding print and digital library collections for our Town. I have also had the pleasure to work alongside two phenomenal library directors, Deanna Britton and Lisa Plath, who continue to make our town library an integral part of our community.

Dr. Crafford began serving on the Library Board in 2014 for a total of 9 years of service.

With her wealth of expertise Dr. Crafford always provided the tremendous knowledge the Library needed to make sure it was aligned with the schools and the educational needs of the community. On behalf of myself, former Library Director Deanna Britton, the Library staff and the Board of Mayor and Aldermen, I want to thank you for 9 years of dedicated service to the Town of Collierville and the Lucius E. and Elsie C. Burch, Jr. Library.

Mr. John Stamm - graduated from the University of Missouri in 1974 and started a 40-year newspaper career in Jackson, Miss., before coming to Memphis in 1976. He worked at the Memphis Press-Scimitar as a sportswriter for 7 years until it closed in 1983 and then 31 years for The Commercial Appeal, working as Executive Sports Editor for 16 years and in other management positions before retiring in 2014. In addition to sitting in school car lines to pick up

grandchildren, I currently serve on the Nominations and Advisory committees of the Memphis Sports Hall of Fame and as a volunteer at the FedEx St. Jude Classic golf tournament.

A native of St. Louis, John has been married to Gwen for 42 years as of next month. He has a daughter, son, stepdaughter, 7 grandchildren and 5 great grandchildren.

About serving on the board John writes:

I was urged to apply by a friend, Mark Heuberger, who was then the Town's Public Information Officer. Eager to serve, I didn't apply for a specific board, but was glad to be selected for the Library Board. It was rewarding to have a small part as the library stayed ahead of the changing times and kept pace with the population growth. I look forward to the day when I can come to an expanded and updated library building.

John began serving on the Library Board in 2016 for a total of 6 years of service.

He was always fully engaged and provided fair and caring guidance. In addition, John successfully fulfilled his obligation to attend the many meetings required over the years. In fact, John had perfect attendance in the last 6 years, attending every Library Board meeting held during the time he was on the board. He provided the best service to our community at the same time showing compassion and support for the Library staff. I can't thank you enough on behalf of myself, former Library Director Deanna Britton, the Library staff, and the Board of Mayor and Aldermen, for 6 years of dedicated service to the Town of Collierville and the Lucius E. and Elsie C. Burch, Jr. Library.

Ms. Plath presented the two outgoing board members with framed Collierville 150 prints in appreciation for their service.

Agenda Item 5: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY – Halle Meeting Room Application

Library staff requested minor revisions to the wording of the Halle Meeting Room application to include: "this organization is" with choices of "Not-For-Profit Organization" and "For-Profit Business/Organization; \$30 per hour fee applies." Staff requests that the document title font be updated to the library brand font and logo changed from the Town of Collierville logo to the Library logo.

Dr. Crafford made a motion to approve the modification to the policy manual. Mr. Persons seconded the motion.

Roll Call: – Dr. Crafford – yes, Ms. Long - yes, Mr. Persons - yes, Mr. Stamm – yes, Ms. Iyer – yes. Motion approved.

OTHER BUSINESS/DISCUSSION

Ms. Plath announced that the application process is open for applying for the Boards and Commissions including the Library Board with 3 open positions. Ms. Plath states that she does look for applicants who have a library card and use the library. She feels that using the library

allows them to better able to understand the library and therefore help the library. The appointment process occurs during BMA work sessions in December.

Agenda Item 6: LIBRARY AND STAFF UPDATES

Ms. Plath was given the floor to give the Library Update.

Friends Book Sale

The book sale was very well attended and the most successful sale ever as far as the most money raised. They tried out the idea of using alternative payment methods. Ms. Plath has been encouraging the Friends that by using updated methods it will help the library in the long run. Mr. Persons commented on using Square as an alternative method. He also wondered where their money goes. Ms. Plath explained the process of the Friends donating money to the Library. She makes requests of the Friends. The Friends vote at 2 subsequent meetings on the requests. Once approved, the money goes to the Library, Ms. Plath presents the donations in a board report to the BMA at one of their Monday meetings. The BMA accepts it, and it is moved into the Library's budget lines. The library uses it for the purposes it was earmarked.

Dr. Crafford pointed out that this process changed a bit in 2020. Prior to that time, the Library Board needed to accept the donations at one of their meetings with a majority vote and then it would be presented to the BMA. By having library staff present it directly to the BMA, it streamlines the process. Mr. Persons wanted to know if people must donate money only to the Friends. Ms. Plath clarified that it could go directly to the Library.

Partnerships

The CHS Football team requested to come to the Library during Fall Break for volunteering. All 25 members of the FB team came and helped by cleaning the Storywalk signs, categorizing,

The Collierville Fire Department came during Fire Prevention Week for Storytime and showed off their fire truck, equipment, and educated the kids and parents about fire prevention.

The Library continues its partnership with Christ the King Lutheran Church. They bring Job the Comfort Dog for kids to read to him.

The Fall Festival held on October 13th was a big success with between 600-800 people attending. We learned a few things to improve on. Staff would like to have businesses sponsor the trick or treating at each story walk sign. We love reliable teen volunteers when they come and help.

The library parking lot resurfacing is complete and looking wonderful.

The use of the self-check machines has increased 72% since installing the new machines at the beginning of summer. Patron credit card use has increased. The TOC IT Department has created a WI-FI network for the library only and we will now be able to have our own WIFI statistics.

The library staff will have customer service training on November 3rd via a live webinar called “The Black-Tie Customer Experience”. The trainer, Mr. Pacanovsky is creating a webinar customized for our staff based on a questionnaire that we completed in advance.

Ms. Plath reported that soft seating for the children’s area has been ordered for parents to use for reading to their children – 2 bright orange and 2 bright green club chairs.

The professional video is in the process of being created. Several staff members and other community people will be interviewed. This should be completed by mid-December.

Emily is helping to create a new colored, more professional-looking brochure to use at the Check-out desk to give to patrons when they sign up for a library card.

Children’s Non-fiction shelves will be getting back supports to keep books from falling behind the shelves.

The old laptop cart had several outlets that didn’t work. A new one has been purchased to replace it.

Ms. Plath is exploring the next phase of the RFID process in adding equipment for an automated materials handler (AMH). It would allow for materials to be immediately checked in and off patron accounts.

The Storywalk is *The Scarecrow*.

November is – National Novel Writing Month and Dinovember. There are a variety of programs to celebrate both.

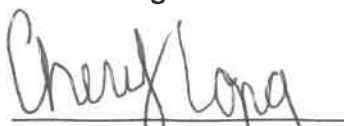
There is a new Adult Services Librarian with 5 years of experience who started on November 1st.


We are highlighting Cyndee Ross and Linda Gay – two Children’s Library Associates who do excellent work in Children’s Services.

Mr. Persons asked for more explanation on the automated return system including what is the margin of error. Ms. Plath explained how it works and will follow up on the margin of error. Ms. Long, Ms. Iyer, and Dr. Crafford also contributed to this discussion.

Adjournment

There being no further business, the meeting was adjourned at 6:37 pm.


Ms. Cheryl Long, Chairman


Lisa Plath, Library Director