



# SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111  
Gallatin, Tennessee 37066-5410

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## Commissioners

*First District*  
**Mike Akins**  
**Moe Taylor**

*Second District*  
**Billy Geminden**  
**Larry Hinton**

*Third District*  
**Steve Graves**  
**Alan Driver**

*Fourth District*  
**Jerry Foster**  
**Leslie Schell**

*Fifth District*  
**Danny Sullivan**  
**Baker Ring**

*Sixth District*  
**Jim Vaughn**  
**Kevin T. Pomeroy**

*Seventh District*  
**Trisha LeMarbre**  
**Loren Echols**

*Eighth District*  
**Paul Decker**  
**Merrol N. Hyde**

*Ninth District*  
**Jerry F. Becker**  
**Chris Taylor**

*Tenth District*  
**Paul R. Goode**  
**Caroline S. Krueger**

*Eleventh District*  
**Scott Langford**  
**Bill Taylor**

*Twelfth District*  
**Michael Guthrie**  
**Bob Pospisil**

The following minutes are included in this packet:

|  |                                  |
|--|----------------------------------|
| <b>Beer Board.....</b>   | <b>September 17</b>              |
| <b>Budget Committee.....</b>   | <b>September 10</b>              |
| <b>Committee on Committees.....</b>  | <b>September 17</b>              |
| <b>Investment, Purchasing, 2002 Financial Management,<br/>2012 Financial Management.....</b> | <b>September 17</b>              |
| <b>Legislative Committee.....</b>  | <b>September 10</b>              |
| <b>Library Board.....</b>  | <b>July 11 and<br/>August 29</b> |

**MINUTES  
SEPTEMBER 17, 2018  
BEER BOARD  
CHAIRMAN, JERRY BECKER**

Present:

Jerry Becker, Chairman  
Deanne Dewitt, Vice-Chairman  
Loren S. Echols  
Paul R. Goode  
Shellie Young Tucker

Also Present:

Leah Dennen, County Attorney  
Ben Allen, Staff Attorney  
Anthony Holt, County Executive

The regular meeting of the Beer Board was brought to order by Chairman Jerry Becker on Monday, September 17, 2018, at 6:15 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Goode, seconded by Comm. Dewitt, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Echols, seconded by Comm. Goode, the Board approved the minutes as to form but not content for July 16, 2018. Upon voice vote, Chairman Becker declared the minutes approved as to form and not content.

Without objection, Chairman Becker noted that the Beer Board packets would be emailed but not mailed to committee members.

Recognition of the Public.

Beer Applications.

The purpose of the meeting was to discuss and vote on the beer application of the following:

- RBM Foodmart, Inc., Patel Natvarlal J doing business as Rock Bridge Market, 2501 Highway 31E Gallatin, TN 37066  
This beer permit application is for off premises only.

County Attorney Leah Dennen stated the applicant passed background checks. The location meets the distance requirement from a church and school.

Upon motion of Comm. Goode, seconded by Comm. Dewitt, the Board voted unanimously to approve the beer permit for RBM Foodmart, Inc., Patel Natvarlal J doing business as Rock Bridge Market.

Comm. Goode moved, and was duly seconded, to adjourn the meeting at 6:20 p.m.

Prepared by Maria Savage



BUDGET COMMITTEE MINUTES  
September 10, 2018

MEMBERS PRESENT  
Chris Taylor, Chairman  
Jerry Foster, Vice-Chairman  
Jerry Becker  
Billy Geminden  
Paul Goode  
Justin Nipper  
Leslie Schell  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen  
Anthony Holt  
Lori Atchley  
Daryl Eubanks  
Bob Ary

- I. CALL TO ORDER by Chairman Taylor at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Nipper.
  - B. Approval of Agenda- Motion to approve by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
  - C. Recognition of Public-None
  - D. Approval of Minutes – August 13, 2018- Motion to approve by Commissioner Schell, second by Commissioner Goode, motion passes 6-1 with Commissioner Becker abstaining.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN
  - A. October meeting date- The committee discussed October and November meeting dates. They agreed to meet October 2, 2018 at 5:30pm and tentatively meet on November 5, 2018 at 6:30pm. Chairman Taylor explained each month, after reviewing the agenda, he will email a synopsis to all committee members to hopefully decrease discussion time on some items.
- III. REPORT OF THE COUNTY EXECUTIVE -None
- IV. REPORT OF THE FINANCE DIRECTOR
  - A. Use of state chart of accounts for FY2020 budget- Finance Director Lawing requested the committee allow him to separate part-time and full-time positions in the budget using the state chart of accounts. The committee agreed.
  - B. Long-term strategic planning- Finance Director Lawing pointed out the importance of long-term strategic planning. He recommended a 20-year outlook for capital outlay items because the funding mechanism for many of these projects will be based on a 20-year bond. He explained his initial inclination is to ask for 20 years of operational data; however, he realizes such data will be problematic and highly inaccurate. Finance Director Lawing stated that certain assumptions will have to be made for the economy, inflation, and growth of the county. He pointed out that he can provide costs per department based on trend and other assumptions as mentioned before; however, he will need to know any additional items the departments need and the underlying assumptions of how they come up with such requests. Finance Director Lawing stated he envisions the committee will need to make decisions on the rationale and validity of the additional requests and the earlier mentioned assumptions. After lengthy discussion among committee members, they directed Finance Director Lawing to create a 20-year plan for capital outlay items and a 5-year plan for operational costs. Finance Director Lawing explained he will send a request to the departments for all the necessary inputs and allow at least 90 days to complete.
  - C. Financial statement memo- Included in packet.
  - D. Discussion of year end- Finance Director Lawing informed the committee that he estimated the general fund to increase \$2.3M, and the actual increase was \$2,314,652. He explained the general fund revenues were 103% of actual, and the expenses were 91.8% of actual. He stated all funds are close to year end projections; the only fund he is still running analysis on is the capital projects fund. Finance Director Lawing pointed out the only negative impact he sees is inflationary pressures noted by the increase in assigned for budgetary balances.
  - E. State approval letter for FY2019 budget- Included in packet.
  - F. Finance department analysis of election offices' salaries- Included in packet.

V. OLD BUSINESS

A. Previously Discussed Items

1. Lori Atchley – discussion regarding payroll- Ms. Atchley briefly discussed this item and requested that the committee consider her request of salary increases. Chairman Taylor explained to Ms. Atchley that the committee will discuss this item at the budget hearings for next fiscal year, and unless the other committee members deem otherwise, no mid-year salary adjustments will be made.

VI. NEW BUSINESS

A. Education- Motion to group and approve items VI.A.1 and 2 by Commissioner Geminden, second by Commissioner Foster, unanimous approval.

1. Budget Amendments (for approval)
2. Budget Amendments (for information only)

B. Appropriations

1. County Executive - \$50,000 carryover in general fund from FY18 for ADA evaluation/plan- Motion to approve by Commissioner Goode, second by Commissioner Foster, unanimous approval.
2. Medical Examiner -- \$6,000 from general fund unassigned fund balance for contracted services- Motion to approve first reading by Commissioner Foster, second by Commissioner Goode, unanimous approval.
3. EMA - \$9,000 from general fund unassigned fund balance to repair Rescue 83 (motor)- Motion to approve, waive second reading, and fund from local capital projects by Commissioner Goode, second by Commissioner Foster, unanimous approval.

C. Transfers-Motion to group and approve items VI.C.1.a and b by Commissioner Goode, second by Commissioner Foster, unanimous approval.

1. Inter-budgetary
  - a. Greater than \$2,500
  - b. \$2,500 or less

D. Tax Refunds- Motion to group and approve items VI.D.1. and 2 by Commissioner Foster, second by Commissioner Becker, unanimous approval.

1. Marsha Foods and Fuel Inc - \$199
2. Taco Bell - \$307

E. Ag Extension – transitioning county employees- Bob Ary provided a handout to the committee and briefly explained. This is for informational purposes only.

F. Veterans' Services – increase in assistant's salary- Veterans Service Officer Eubanks spoke to this item. Chairman Taylor pointed out that when this assistant was made full time, Mr. Eubanks stated he would not request anything else for at least two years.

Finance Director Lawing provided a budget adjustment for the drug task force. He requested this item be considered as it was received as a late submission. The committee voted unanimously to add this item to the agenda. Finance Director Lawing explained this is for the 18<sup>th</sup> Judicial Drug Task Force and is related to justice and treasury funds that the task force receives from the federal government for jointly worked cases. He went on to explain that the new requirements include additional internal controls, a fiduciary, which is the sheriff, and single audit requirements. Because of these requirements, a budgetary fund will be needed. Finance Director Lawing requested this item have only one reading due to being pass through funds. Motion to approve and waive second reading by Commissioner Goode, second by Commissioner Schell, unanimous approval.

VII. ADJOURNMENT- Motion to adjourn at 6:55pm by Commissioner Schell.

**COMMITTEE ON COMMITTEES  
MINUTES  
SEPTEMBER 17, 2018**

Present:

Paul R. Goode, Chairman  
Loren S. Echols, Vice-Chairman  
Jerry Becker  
Deanne Dewitt  
Shellie Young Tucker

Also Present:

Ben Allen, Staff Attorney  
Leah Dennen, County Attorney  
Anthony Holt, County Executive-Absent

The regular meeting of the Committee on Committees was brought to order with an invocation by Chairman Paul R. Goode on Monday, September 17, 2018, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman Goode declared a quorum to conduct business.

Agenda. Upon motion of Comm. Becker, seconded by Comm. Echols, the Committee approved the agenda unanimously.

Approval of Minutes of August 20, 2018. Upon motion of Comm. Echols, and duly seconded by Chairman Goode, the Committee approved minutes of August 20, 2018, as to form and not content.

Public Recognition. None

Report of the Chairman. Chairman Goode has no report.

Report of the County Executive. County Executive Anthony Holt had no report.

8. Old Business. None

9. New Business.

Sumner County Joint Economic & Community Development Board.

Chairman Goode announced the following expiring four-year terms on the Sumner County Joint Economic & Community Development Board (must be county commissioners):

- Paul R. Goode, County Commissioner –re-appointed
- Paul Decker, County Commissioner- replaced by Commissioner Deanne Dewitt
- Larry Hinton, County Commissioner- re-appointed

Comm. Becker moved, seconded by Comm. Echols, to approve the re-appointments of Commissioners Goode and Hinton and the appointment of Commissioner Dewitt to the Sumner County Joint Economic & Community Development Board. Chairman Goode declared the motion approved unanimously by voice vote.

Sumner County Airport Authority.

Chairman Goode announced the expiring five-year term on the Sumner County Airport Authority.

- Camden McConnell – replaced by Bill Taylor

Upon motion of Comm. Becker, seconded by Comm. Tucker, the Committee voted unanimously to approve the appointment of Dr. Taylor to the Sumner County Airport Authority.

Sumner County Library Board.

Chairman Goode announced the following expiring three-year term on the Sumner County Library Board:

- Shelley Ames- re-appointment

Upon motion of Comm. Echols, seconded by Comm. Dewitt, the Committee voted unanimously to approve the re-appointment of Mrs. Ames to the Sumner County Library Board.

Sumner County Tourism Board.

Chairman Goode announced the following expiring four-year terms of four county commissioners on the Sumner County Tourism Board:

- Baker Ring – re-appointed
- Leslie Schell- Shellie Tucker
- Trisha LeMarbre - deferred
- Billy Geminden- re-appointed

Upon motion of Comm. Dewitt, seconded by Comm. Becker, the Committee voted unanimously to approve the re-appointments of Commissioners Baker and Geminden, the appointment of Commissioner Tucker and the deferment of an appointee to replace Trisha LeMarbre on the Sumner County Tourism Board.

Delinquent Tax Committee.

Chairman Goode announced the following expiring terms on the Delinquent Tax Committee:

- Kevin Pomeroy – replaced by Terry Wright
- Mike Akins- replaced by Luke Tinsley

Upon motion of Comm. Becker, seconded by Comm. Dewitt, the Committee voted unanimously to approve the appointments of Commissioners Terry Wright and Luke Tinsley to serve on the Delinquent Tax Committee.

Employee Benefits Committee.

Chairman Goode announced the following expiring term on the Employee Benefits Committee:

- Bob Pospisil – replaced by Justin Nipper

Upon motion of Comm. Becker, seconded by Comm. Tucker, the Committee voted unanimously to approve the appointment of Commissioner Justin Nipper to the Employee Benefits Committee.

Liability Claims Committee.

Chairman Goode announced the following expiring term on the Liability Claims Committee:

- Paul Decker – replaced by Leslie Schell

Upon motion of Comm. Becker, seconded by Comm. Tucker, the Committee voted unanimously to approve the appointment of Commissioner Leslie Schell to the Liability Claims Committee.

Local Emergency Planning Commission.

Chairman Goode announced the following expiring term on the Local Emergency Planning Commission:

- Jim Vaughn – replaced by Michael Guthrie

Upon motion of Comm. Becker, seconded by Comm. Echols, the Committee voted unanimously to approve the appointment of Commissioner Michael Guthrie to the Local Emergency Planning Commission.

Appointments Next Month.

- Civil Service Board expiring two-year term of Vickie Fennell(employee representative)
- Regional Planning commission four-year term expiring terms of the following: Bill Taylor, Hendersonville; Billy Geminden, Portland; Steve Graves, Gallatin.
- Zoning Board of Appeals expiring five-year term of Sandra Webster

10. Adjournment. Upon motion of Comm. Echols, and duly seconded, the Committee adjourned at 6:38 p.m.



INVESTMENT, PURCHASING, 2002 FINANCIAL  
MANAGEMENT, AND 2012 FINANCIAL  
MANAGEMENT COMMITTEES MINUTES  
September 17, 2018

MEMBERS PRESENT  
Jerry Becker, Chairman  
Chris Taylor, Vice Chairman  
Judy Hardin  
Anthony Holt  
Caroline Krueger  
Danny Sullivan  
OTHERS PRESENT  
David Lawing  
Leah Dennen  
Ben Allen  
Dennis Cary

- I. CALL TO ORDER by Chairman Becker at 5:30pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
  - A. Invocation- Led by Commissioner Taylor.
  - B. Approval of Agenda- Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.
  - C. Recognition of Public- None
  - D. Approval of Minutes – August 20, 2018- Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN- None
- III. REPORT OF THE COUNTY EXECUTIVE
  - A. Munis Status Report-IT Director Cary informed the committee the county is in the process of upgrading to Munis version 11.3 and everything is running smoothly.
- IV. REPORT OF THE TRUSTEE
  - A. Trustee's Report-Included in packet.
- V. REPORT OF THE FINANCE DIRECTOR
  - A. Recommendation to adopt best practices- Finance Director Lawing provided the committee with an update on the purchasing policy. He pointed out, from the finance department's perspective, Munis 11.3 should be completed sometime in November. He requested the committee allow him to bring back an updated purchasing policy that is geared toward Munis 11.3. He explained that he is recommending several changes to the current purchasing policy, based on effective internal controls and savings for the county. First, he recommends bringing an updated purchasing policy back in October, and hopefully, it will be placed on November's county commission agenda. He explained his second recommendation is lowering the \$500 exception limit for purchase orders to zero. He further explained that he has contacted surrounding counties, and none of them have this limit and he believes it causes confusion. Finance Director Lawing stated his third recommendation would be for all departments to utilize purchasing cards, which will not require a purchase order unless it's a biddable amount (\$10K or more). Finance Director Lawing proposed a fourth recommendation, based on best business practices and the 2012 ACT, which is to bring all purchase orders under the Munis system and to not allow any county department to use purchase orders unless directly encumbered by Munis.
    1. Internal Controls- Finance Director Lawing explained the best practices of the Government Finance Officers Association (GFOA) that he finds most applicable in this situation and recommends the county adopt these. Finance Director Lawing addressed the five components that make up internal controls based on sound practices by GFOA and the Committee of Sponsoring Organizations.
    2. Purchasing Cards (pcards)- Finance Director Lawing stated for every check written, it costs the county 47 cents for postage plus the cost of check stock and ink; also, it cost the county a little over a nickel per item for positive pay and 31 cents for each transaction made by the bank. Additionally, some vendors require a 1099, which also has to be mailed each year. Finance



Director Lawing emphasized that rebates are received by the county for the use of purchasing cards. The county received approximately \$17K in 2015, approximately \$23K in 2016, and approximately \$28K in 2017. Finance Director Lawing believes these amounts will significantly increase, and the county will have more cash to invest if cards are widely utilized. Finance Director Lawing explained the additional benefits of utilizing purchasing cards, such as spending limits and merchant category codes. Road Superintendent Hardin pointed out that using purchasing cards for her department is too time consuming. She explained her department buys parts, hot mix, concrete and other items, meaning several expenditure codes will be used on a single transaction. She stated she does not have the staff for this. Finance Director Lawing mentioned the highway department manually codes expenditures on paper, which requires significant time, and purchase orders are obtained outside of Munis. Road Superintendent Hardin explained that Munis is not a user-friendly system, and it does not work. Finance Director Lawing commented that Munis is used by over 1,600 entities nationwide, and most of them do not have issues. He explained it could be a training issue or lack thereof. Road Superintendent Hardin pointed out the rebates that are received back from using purchasing cards go back to the finance department. Finance Director Lawing pointed out that county general pays all the software costs. He stated the highway department used to be responsible for approximately \$22K of financial costs. Road Superintendent Hardin expressed additional concerns regarding Munis and coding expenditures in the Munis system. Finance Director Lawing offered Road Superintendent Hardin additional instructions and training. Chairman Becker commented that better internal controls may mean more time spent on coding expenditures. He advised Road Superintendent Hardin to provide concerns, and he would work with Finance Director Lawing on addressing those.

3. Sumner County Finance Department's Annual Risk Assessment-. Finance Director Lawing pointed out that all departments are not adequately documenting their leave balances. He recommends bringing a policy back next month to have all employees and their department head sign off on leave beginning balances and locking it so that it cannot be changed in Kronos. See attached memo.

- VI. REPORT OF THE LAW DIRECTOR-None
- VII. OLD BUSINESS-None
- VIII. NEW BUSINESS
  - A. Purchasing Exceptions
    1. Health Department- Motion to approve by Commissioner Taylor, second by Commissioner Krueger, unanimous approval.
    2. Millersville Library-Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.
    3. IT Department- Motion to approve by Commissioner Sullivan, second by Commissioner Taylor, unanimous approval.
  - B. Election of Chairman- Motion to elect Commissioner Becker by Commissioner Sullivan, second by Commissioner Taylor, unanimous approval.
  - C. Election of Vice Chairman- Motion to elect Commissioner Sullivan by Commissioner Becker, second by Commissioner Taylor, unanimous approval.
- IX. ADJOURNMENT- Motion to adjourn at 5:56pm by Chairman Becker.

**MINUTES  
LEGISLATIVE COMMITTEE  
PAUL R. GOODE, CHAIRMAN  
SEPTEMBER 10, 2018**

Present:

Baker Ring, Chairman  
Paul R. Goode,  
Loren S. Echols  
Steve Graves  
Caroline Krueger  
Leslie Schell  
Chris Taylor  
Scott Langford, Commission Chairman

Also Present:

Leah Dennen, Law Director  
Ben Allen, Staff Attorney  
Anthony Holt, County Executive

Chairman Ring brought the called Legislative Committee meeting to order with an invocation by Comm. Chris Taylor on Monday, September 10, 2018, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Chairman Ring recognized County Law Director Leah Dennen who requested the addition of an agenda items as follows:

- Adventure tourism designation in Sumner County under New Business
- Conflicting holiday schedule with November meeting under New Business

Upon motion of Comm. Goode, seconded by Comm. Schell, the Committee voted unanimously to approve the agenda as amended.

Minutes of August 20, 2018 for approval. Upon motion of Comm. Schell, seconded by Comm. Graves, the Committee voted (6-0-2) to approve the minutes of August 20, 2018. Commissioners Krueger and Ring abstained from the vote.

Recognition of the Public. There was none.

Report of Chairman. Chairman Ring had no report.

Report of County Executive. County Executive Anthony Holt yielded the floor to Kim Ark, County Grants Administrator, who requested the Committee's approval to add a parcel of land on Allen Road to one of the Adventure Tourism Districts in the County. This road contains parcels that comprise the 2015 Adventure Tourism District, which is due for a three-year re-certification. Ms. Ark explained that the City of Goodlettsville has District parcels contiguous to the County parcel on Allen Road. Executive Holt explained state lawmakers are working to lower requirements to enable development of adventure tourism.

8. Old Business.

9. New Business.

9a. Veterans Service Report.

9b. October and November Meeting Dates. Without objection, Chairman Ring set the meeting dates for October and November as follows:

- Monday, October 1<sup>st</sup>, 2018, at 4:30 p.m.
- Monday, November 5<sup>th</sup>, 2018 at 4:30 p.m.

9c. Election of Vice-Chairman. Chairman Ring called for nominations for vice-chairman. Comm. Graves moved the nomination of Leslie Schell. Hearing no other nominations, Chairman Ring declared the vote unanimous to elect Comm. Schell as Vice-Chairman.

9c. Adventure Tourism District. Upon motion of Comm. Chris Taylor, seconded by Comm. Krueger, the Committee voted to approve re-certification of the Adventure Tourism District with the addition of the Allen Road parcel.

10. Certificates of Recognition. Chairman Ring introduced the certificates of recognition honoring the following:

- a. Recognizing September 2018 as National Recovery Month
- b. HolidayFest Recognition

Comm. Langford moved, Comm. Goode seconded, to group and approve the proclamations. The Committee voted unanimously in favor.

11. Zoning. Comm. Graves requested that the Planning Director Josh Suddath report to the Legislative Committee regarding the activity of the Sumner County Planning Commission.

12. Adjournment. Upon motion of Comm. Schell, and duly seconded Krueger, the Committee adjourned at 5:45 p.m.

## Sumner County Library Board | Meeting Minutes

Date: July 11, 2018

Location: Gallatin Public Library 1:30 PM

*Board Members Present:* Ronnie Fox, Amy Eller, Mary Anne Mudd, Larry Hinton, Jackie Wilber, J.J. Hunter, Dan Toole, and Jane Wheatcraft.

*Library Representatives:* April Mangrum, Lelani Sabo, Debra Elledge, Ginger Graves, and Willie Ruth Borders

*Regional Representatives:* Cecilie Maynor

*Guests:* Shawn Utley, Lori Melching, Jim Young, and Jerry Lumpkins

*Absent:* Shelley Ames

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### I. Announcements

- Called to order by J.J. Hunter on July 11, 2018 at 1:30pm.
- Guests:
  - Mr. Jerry Lumpkins - interested in reprinting Sumner County historical document "A Short History of Sumner County" (1957). Permission to reprint the "A Short History of Sumner County" since Sumner County Library Board published the originals - motion by Larry Hinton, seconded by Ron Fox. Motion passed.
  - Mr. Shawn Utley (to be introduced during New Business)
- Motion to approve agenda for current meeting made by Ron Fox, seconded by Dan Toole. Motion passed.
- Motion to approve minutes from previous meeting made by Larry Hinton, seconded by Ron Fox. Motion passed.

### II. Roundtable

- Library Finance Administrator, Jim Young - budget meeting completed/approved. 2% increase for all employees. Lori reports to I.T. as of July 1, 2018 and is in the process of hiring a full time person to replace the position in Hendersonville. MOE form has been submitted to the county.
- Library Managers, Monthly Report (each manager provided circulation statistics, expenditure report, upcoming programs, etc).
  - Gallatin Public Library - great summer, magic is real but takes a lot of work. Largest event - Imaginacon (6/2) was a success. Report shows circulation has continued to trend upwards, but attendance has skyrocketed (26,160 people for programs). GPL Commercial promoted at NGC Theater in Gallatin. July calendar is full.

- Millersville Public Library - 109 signed up for Summer Reading Program. Pre-School Storytime, very well attended. Teens attending library programs, "Tween Scene," continues to grow. Home Depot continuing to partner with the library, providing kits. Dance and DIY program (Tuesdays) - learn dance moves and then a craft/project. Upcoming - Reading Recovery Program will start back up in August, ESL Program in the planning stage for mid-September. Bruce Amato will be at the library on Saturday, part of the Summer Reading Program finale. Circulation increased during summer reading program.
- Hendersonville Public Library - Programs have increased for summer. Working on ways to keep the level of experience and enjoyment while attendance increases - when hiring new part time general library clerks with experience in childhood education. Local authors have visited (Carmona Diaz, Thorton Cline). Teen programs growing (life skills, scrapbooking). HPL circulated 270,000 items. Friends book sale went well - provide most of the funding for the "extras" - food, prizes, performers, etc. Early voting center - only open on one day, Friday. Library is closed and the majority library will be closed off. Adult Services Librarian hired - adult collection, develop comprehensive programs for adults, integrating with other librarians to host family type events.
- Westmoreland Public Library - May ended Storytime for the summer, picnic in the park (bubbles, kickball, etc). June, 117 kids signed up for Summer Reading Program (Magic Show, Science Guy, ventriloquist, fun day in the park (water slide, shaved ice truck, picnic in the park, hotdogs, etc.).
- Portland Public Library - Summer Program in June (ventriloquist that sings opera, Nashville Ballet, Quiddich Game, Buzz About Bees, Mardi Gras Murder Mystery, etc.). 455 Children, 132 teens, and 253 adults participating in Summer Reading Program. Borrowers are the same (purging and adding, balanced out), and programs are on the rise, 705 programs 21,068 attendees. Circulation flat lined (book down, e book up). Working to digitize magazines. In Portland community, large population does not have internet at home so there is a lot of usage in the library. Financial - Portland's budget attached, city has not passed the library portion (\$27,500 for books - has not been approved, yet).
- Motion to approve reports for the Library Managers made by Mary Ann Mudd, seconded by Ron Fox. Motion passed.
- Regional Director Cecilie Maynor - Official Library Servicing Area updated for current year and signed chairman. Dan Toole completed Trustee Certification. Handed out "Support Rankings for Tennessee Public Libraries by County," Training Plan for 2018-19. Lori's change in position, discussing who the new point person is for Regional Help Desk (might be a good idea to have a meeting with all Library Managers to review new process). Need the completed Appointment Form (Amy).

### III. Old Business

- SCL Advisory Board - review all R&R in September 2018 meeting, and table until November 2018. Motion Amy Eller, Seconded Jane Wheatcraft. Motion passed.
- SCL Dress Code Policy – each library draft own policy and present to the board. Table until September 2018, Larry Hinton, seconded by Mary Ann Mudd. Motion Passed.
- SCL Meeting Room Policy – striking “religious services”, meeting room private parties, etc. Table for September 2018. Motion Made by Ron Fox, seconded by Dan Toole. Motion passed.
- GPL/HPL Request – Approval for Surplus Lists. Motion made by Larry Hinton, seconded by Jane Wheatcraft. Motion passed.

### III. New Business

- HPL Request – request for board approval for one month of fine amnesty in October 2018, in celebration of the tenth anniversary in the new building. Motion approved Amy Eller, seconded by Larry Hinton. Motion passed.
- Job Posting for Library Manager – applications will be accepted until position is filled. Motion approved by Larry Hinton, seconded by Ron Fox. Motion passed.
  - Westmoreland Public Library (retirement)
  - Millersville Public Library
    1. Ginger Graves resigned effective July 31, 2018 – motion to accept resignation made by Larry Hinton, seconded by Amy Eller. Motion passed.
    2. Committee appointed by Chairperson to search for new library – Dan Toole, Jackie Wilbur, Larry Hinton and Ron Fox.
- Reappointment for Shelley Ames (term expires September 2018) – motion to approve Jane Wheatcraft, seconded by J.J. Hunter. Motion passed.
- Replacement for Larry Hinton (term expires July 2018) – motion to open nominations Larry Hinton, second Jackie Wilbur. Nominated Shawn Utley. Motion for nomination cease Ron Fox, second by Mary Ann Mudd. Motion Passed. Elected by acclamation.

### IV. Adjournment

- Motion to adjourn meeting made by Jane Wheatcraft, seconded by Ron Fox. Motion passed.

Minutes respectfully submitted by Amy G. Eller, Secretary.

**Sumner County Library Board | Special Called Meeting Minutes**

**Date:** August 29, 2018

**Location:** Sumner County Archives @ 3pm

*Board Members Present:* Shelley Ames, Amy Eller, Mary Anne Mudd, Shawn Utley, Jackie Wilber, J.J. Hunter, and Dan Toole

*Guests:* Lori Melching

*Absent:* Ronnie Fox, Jane Wheatcraft

**Agenda:** To meet the Library Manager candidates for the Millersville and Westmoreland Public Libraries of Sumner County.

**Item #1:** Library Manager Candidate for Millersville Public Library of Sumner County

Motion made by Shawn Utley, seconded by Mary Anne Mudd to approve the committee's recommendation to hire Melissa Clark as the new Library Manager for Millersville Public Library effective September 1, 2018.

Motion approved (Yes - Hunter, Wilber, Ames, Mudd, Utley, Eller, Toole. Absent - Fox, Wheatcraft)

**Item #2:** Library Manager Candidate for Westmoreland Public Library of Sumner County

\*The candidate for the Library Manager position at Westmoreland Public Library withdrew from consideration. The hiring committee will review resumes and set up new interviews.

**Adjourn:** Motion by Shelley Ames, seconded by Mary Anne Mudd. Motion passed.