

The Harold D. Cooley Library Advisory Board for the Town of Nashville held an Advisory Meeting on Thursday, November 15, 2018 at 5:00 pm in the conference room at the Harold. D. Cooley Library. Members Present: Chair-Nell Laraway, Joyce Richardson, Inez Perry, and Charles Taylor. Absent: Vice Chair-Carrie Lee Conrad, Vurnetta Taylor, Hattie Cooper & Timothy Yauch. Staff Present: Emily Enderle-Library Director.

1. Ms. Laraway called the meeting to order at 5:00pm.
2. Minutes
 - a. Ms. Laraway stated that they received minutes from the August 18, 2018 meeting and asked the board to review them. Approval was postponed until the next meeting.
3. Librarian Report -Mrs. Enderle provided the Board with the Director's report.
 - a. The library received a grant for LEGOS in the amount of \$600. The LEGOS will come from Wal-Mart; this will allow the library to offer stem programming to children.
 - b. Town Council approved to reduce the rate for faxing. The new copier is able to receive incoming faxes. The money the town will lose from reducing the rate for sending faxes should be made up in those that are received. The new rate is \$1.00 per page.
 - c. The fall festival was very successful; 450 people attended.
 - d. The library is going to do an indoor Star Lab Planetarium Saturday, November 17, 2018. It is the first time the library has offered this service, which is being offered through the State Library. The ceilings at the library are too low, so it will be held at the Nashville Elementary School gym. Our library is trying to continue offering a variety of programming and more new ideas will come.
 - e. The walking program, Stepember, had some participation. All participants received a prize.
 - f. The cooking club has taken off. The club meets once a month and each month they have theme based cooking that is done is shared amongst the group.
 - g. Pet Food for Fines was not as successful as the Food for Fines program, however, the library was able to collect and donate some food to the local animal shelter.
 - h. All items have been received for the computer lab from the grants we received from the State Library. The new computers will be put out once the carpet has been replaced. Mrs. Enderle stated that the plan is to go with linoleum, and she is working on getting quotes to get the flooring replaced.
 - i. The sub-committee is making progress on updating the Policy and Procedures manual for the library. Once completed Mrs. Enderle will present it to the advisory board for approval.
 - j. The staff is still preparing for the Cardinal system change over. Three staff members including Mrs. Enderle attended training, are studying, and taking the practice test. She is hoping for a smooth transition with cataloguing. They are working on the barcodes and library card switch over; they will be working on it for a while as they have over 20,000 items to put barcodes on.
 - k. Mrs. Enderle is working on grant request for the upcoming year. She would like to pursue another Edge Grant, where we would ask for the purchase of additional computers and an EZ Grant, where we would ask for the purchase of furniture for the children's area.

- I. Next week Mrs. Enderle will be meeting with Samantha Turnley about a potential new Friends of the Library group.

4. Unfinished Business

- a. Friends of the Library-Ms. Laraway stated under unfinished business they needed to discuss the Friends of the Library. She stated Ms. Enderle has given an update on the Friends group. She asked Mrs. Enderle would she be the only person meeting the new potential president of the potential new group. Mrs. Enderle stated she invited the former president, Pam Bass and Howard Baker, former Treasurer. She stated she could invite Ms. Cooper as well.
- b. Library By-Laws-Ms. Laraway stated that the current by-laws are not completely consistent with the current town code. She plans on going through the by-laws and updating them so they will be consistent with the town code. She hopes to have them ready to present to the advisory board at the next meeting.

5. New Business

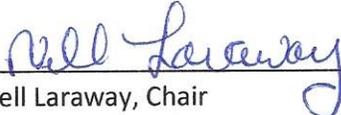
- a. Schedule 2019 Meetings-Ms. Laraway stated that they need to set tentative dates for the 2019 board meetings. She asked Mrs. Enderle if she had any specific dates in mind. Mrs. Enderle did not, however, she mentioned that it needs to tie into the appointment of a new member; Hattie Cooper's last meeting is tonight's meeting. She would like for the first meeting to be towards the end of the first quarter to give everyone time to try and find a replacement for Ms. Cooper. Mr. Taylor stated they should look at mid March. Mrs. Enderle suggested March 14, 2019. Mrs. Enderle stated she would also like to have a meeting before the summer reading program; she suggested June 6, 2019 for the second meeting date. She suggested September 12, 2019 for the third meeting date and December 5, 2019 for the final meeting date. The consensus of the board is to meet on March 14, 2019, June 6, 2019, September 12, 2019 and December 5, 2019.
- b. New Board Recommendation-Ms. Laraway stated that Ms. Cooper has served the library advisory board for five years; she wished she could thank her for her service tonight but she will be sure to tell her when she sees her. She wanted to ask Ms. Cooper as well as the other members of the board to think of someone to provide as a recommendation to serve on the board. Mrs. Enderle stated that if they think of someone, she can provide the application. Mr. Taylor stated that the recommended individual should attend the Town Council board meeting the night the recommendation is presented to Town Council.
- c. Announcements-Ms. Laraway stated she did not have any announcements. Mr. Taylor commented on the recent school shooting threat in Nash County; he was concerned that the library did not have a plan in place if something like that occurred there. Mrs. Enderle informed the group that the staff has had active shooter training and the training was provided for the public as well. Mrs. Enderle stated the people at the front desk are in the most danger because of their location and the design of the building; she also mentioned that the police department has offered to provide wasp spray which can stop a potential assailant. Ms. Hattie Cooper arrived.

Mrs. Enderle presented Ms. Cooper with flowers and thanked her for years of service to the town and the board. Mrs. Enderle invited Ms. Cooper to come and meet with her and Ms. Turnley about the Friends of the Library, next Wednesday at 2:00 pm. She also asked Ms. Cooper if she had someone in mind as her replacement; Ms. Cooper stated she would ask a few people and get back with her.

Mrs. Enderle did report that Mrs. Bishop, Parks, Recreation, & Cultural Resources Director, found a Santa for Santa Story Time. It will also take place at the Nashville Elementary School gym. She stated that if they are interested or know someone who may be interested they are in need of elves to pass out books to the children to make the process a bit easier.

6. Adjournment

Chair Laraway adjourned the meeting at 5:30 pm.


Nell Laraway, Chair

Attest:


Yesa Silver, Deputy Town Clerk