

The Buchanan County Public Library Board of Trustees
May 19, 2026

The Board of Trustees met on May 19, 2026 at 5:00 PM. Attending the meeting was Cindy Matney, Brenda Ward, Janie Fleming, Tammy Coleman, Brittany Clevinger, Rachel Riggsby, Philip Justice, and Mae Broyles.

Rachel Riggsby made a motion to approve the agenda. Brenda Ward seconded the motion. The motion was approved. Rachel Riggsby made a motion to approve the minutes. Brittany Clevinger made a motion to second the motion. The motion was approved.

Sherry Bright, Director, reviewed the new Payclock that has been installed and is used at this time. It is a facial-recognition time clock which is being implemented (employees clock in/out and for lunch. The system enforces one punch per person). The system posts accrued sick and vacation balances and prevents duplicate punches for others. It has a variety of reports that can be used.

The board discussed the county work week schedule and Rachel Riggsby made a motion to send all employees a formal letter clarifying timekeeping expectations (requirement to work scheduled shifts/full-time 40 hours for benefits, adherence to timeclock procedures and documentation) and provide the draft to Sherry Bright, Director for inclusion and distribution. Tammy Coleman seconded the motion. The motion carried. The Board has continually reviewed timesheets that do not adhere to the Buchanan County Library Policy Manual.

The current budget was reviewed. . A prior \$40,000 approval has not yet been rolled into the system by the county. The board asked for ongoing monitoring; and the county approved an increase of \$59,000 for next year.

Sherry Bright informed the board about problems with the Amazon account. There were multiple people placing orders. Invoices were routed to individual orderers, and some invoices/credits were missed causing arrears and account lock. Several invoices were tracked down (some lost in mail). County/commercial vendors (Ingram, others) allow limited authorized ordering accounts. The director intends to centralize final ordering/approval so invoices can be tracked and combined.

Children's programs and Dolly Parton Imagination Library are at record enrollment for large programs; smaller programs have variable attendance. Summer reading planning is active: prize tents, dinosaur class filled, literacy center being developed with 10 themed tubs and reading kits (ages PreK up to ~6th grade), and 1,000 Books Before Kindergarten promotion.

Seed exchange and greenhouse ideas were discussed. The security of the greenhouse was noted as a concern due to recent theft. Security cameras have been down for an extended period (parts ordered; a concrete drill bit and other supplies needed). The Director expects cameras to be operational soon.

The motion to adjourn was made by Philip Justice. It was seconded by Rachel Riggsby. The motion carried. The next meeting of the Buchanan County Public Library Board of Trustees will be Monday, June 29.

Respectfully submitted by Mae Broyles