

Hamblen County Library Board of Trustees Meeting Minutes – Nov. 23, 2021

The meeting was called to order at noon in the *George S. Hale Community Room* by Board Chair, Alpha Alexander.

Attendance: Alpha Alexander; Roxanne Bowen, Teresa Ayers, Kay Senter; Debra Williams, Rob Reel, Liz Campbell, David Tilson, Kevin Smith, and Treva Purkey. Also present was Morristown-Hamblen County Library Director, Shelly Shropshire, and Sara Egan from the regional office.

Secretary's Report: Minutes from the August meeting were approved on motion by Williams and second by Purkey. Minutes from the October meeting were approved on motion by Williams and second by Bowen.

Treasurer's Report

- Treasurer, Debra Williams, reviewed the Profit and Loss Budget vs. Actual FY 2020-2021 covering July 2021 through October 2021 (33 percent of budget). The report was filed for audit.

Public Comment – Regarding Agenda Items Only

- No comments

Committee Reports

- Finance – Debra Williams, Chair
 - No report
- Personnel – Elizabeth Campbell, Chair
 - No report
- Policies – Kay Senter, Chair
 - The social media policy was approved on motion by Smith and second by Reel.
- Long Range Planning
 - No report
- Building and Grounds – Debra Williams, Chair
 - Approved motion by Bowan and second by Senter to put insurance out for bid and empower the BG committee to meet, review bids, and select a policy.
 - Action was deferred on security cameras.
- Nominating and Public Relations – Debra Williams, Chair
 - No report
- Purchasing – Treva Purkey, Chair
 - No report

Unfinished Business

- Bowen announced that the employee holiday luncheon would be held at 11:30 a.m., Tuesday, Dec. 15. Jersey Girl Diner will cater.
- Ayers discussed the Fantasy Con that is being proposed for July 22 as a back-to-school event.

Public Comment – General

There were no public comments

Morristown-Hamblen Library Director - Director Shropshire provided the following report:

- Covid update - no current cases among staff
- Recommended library stay at current Covid protocol
- Mentioned Events
 - Staff Christmas parade float with Think Tropical
- Craft for October was pumpkin carving with the staff for September was with Christina Mosley, former library director.
- Penny Cowan will do a cross-stitch ornament for November for craft with the staff.
- A gnome ornament take-home kit will be available for December and Sherry will have a crockpot candy demonstration for the December Craft with the staff.
- Amanda and Tanna held Lego Club twice.
- A flash book sale was held with the books donated by Donald Reynolds and \$895 was raised.
- The Library Audit for FY 20-21 is in the beginning stages.
- Website Issues (www.morristownhamblenlibrary.org) The Morristown-Hamblen Library website has been down for three weeks now. The Host is working on rebuilding 23 other websites including the library. This has made it difficult for the library patrons to get on their library accounts. Bobbie Hodges is asking our vendors of subscription databases for direct access without routing through the library's website.
- Apollo Biblionix Circulation System is not affected by this ransomware attack. The Library is still able to check out, etc.
- Holiday schedules were announced

New Business

- There was discussion about adding a seat on the board for a city and county representative.
- Roxanne is working on the holiday meal for staff.

Regional Library Report – No report

Meeting Adjourned until the fourth Tuesday in January 22. There will be no meeting in December.

Respectfully submitted by,

Teresa Ayers
Secretary