

HAMBLÉN COUNTY LIBRARY BOARD OF TRUSTEES
June 28, 2022

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

I. Attendance – Dr. Alpha Alexander, Chair; Roxanne Bowen, Treva Purkey, David Tilson Rob Reel, Kay Senter, and Debra Williams. Also present were Holston River Regional Library Director Jennifer Breuer and Morristown-Hamblen County Library Director Shelly Shropshire. Guests: Amy Hemminger and Todd Frommeyer

II. Secretary's Report – There was no Secretary's Report for today. We will delay this until the next meeting

III. Treasurer's Report

- Line 3265 (Community Room Fees)- increased 4% over expected budgeted income.
- Line 3266 (Hotspots)- increased over 4.6% over expected budgeted income. All income included through May 2022
- Line 5100 (Materials Expense)-\$8,000 of materials is covered by ARPA Grant
- Line 5350 (Maintenance Expense)- Unexpected repairs for automatic doors (\$4,000), replacing all emergency lighting (\$2,200). City and County has been billed for extra cost of gutter repairs (approximately \$2,000)
- 5436- Includes Summer Reading Program
- 6653-Includes expenses through May
- 3268- some expenses shown in Grant expense account will be billed to the State for reimbursement from ARPA Grant.
- Question- Is there any money left from ARPA Grant- yes Shelly has \$400 to spend
- The Treasurer's Report has been filed for audit.

IV. Audit

- Amy Hemminger, CPA from Purkey, Carter, Compton, Swann, & Carter. Each year prior to the end of the year, the company comes to propose a fee for the yearly audit. They are not proposing an increase, but with The Imagination Library being transitioned from HCEExcel to the library, there is some historical catch-up that needs to be done. They are proposing a cost of \$1500 fee for that. This is a one-time fee. If that is acceptable, she will send the engagement letter to finalize the proposal. Kay explained that Jared Thompson is Chair of the Imagination Library and handles the books. A motion was made by Debra Williams and seconded by Kay Senter. The motion passed unanimously.

V. Public Comments

- Nothing to report.

VI. Committee Reports:

- **Finance** –Nothing to Report
- **Personnel** – Nothing to report.
- 1. **Policy** – Kay Senter – A document was sent from Jeff Cranford. He is an employee attorney and he went through our employee handbook and he gave us some suggestions on updates for the handbook. He suggested we add a page of employees to acknowledge they received the form. Most are just

updates, or rewording. Updates on pages 2, 3, 7, 8, 9, 10, 12, and 15, are being asked to be approved. with exception of the sections on FMLA until we check and see if we need to include this based on our size and the section on “Overtime” until we do some more research based on exempt and non-exempt staff. We also going to look at “Paid time off” change, but it could impact retirement, so we need to look at that further. Motion was passed unanimously. We talked about possibly brining Jeff on with a small retainer for consultation on these matters. Kay Senter recommended this go to the Personnel and Finance Committees for further consideration.

2. Second policy – There are several occurrences that need to be addressed with patrons in regard to conduct. Policies from Nashville and Johnson City are being used as templates for what we need our policy to look like. We are basically talking about the use of the Library and patrons who want to bring their belongings in and also use the restrooms for personal cleaning. They also have been sleeping around the building, around the outside and several occurrences have happened that we need to deal with. We feel we need to put, “No Trespassing” signs outside. We want to use the language from the Nashville policy and fold it into ours. “Under Rules of Conduct”, we are asking to add chewing tobacco, rolling tobacco and e-cigarettes as prohibited. We also want to deal with those sleeping on the premises inside, congregating in a manner that obstructs use of the Library facilities or services, where such an activity might create an intimidating or unsafe environment. This includes to lying or sitting on floors, table, planters, or lying on benches. There was a lady that just wanted to lie down in the floor. We need to reiterate the proper uses of the bathroom (not bathing, shaving, washing clothing). We talked extensively about this next section. This was about bringing in items that take up excessive space such as packages, duffel bags, and suitcases onto the library premises without prior approval from Library personnel. It also describes the size the articles can be as well as not leaving items unattended. Debra suggested to add in carts to the list of unapproved items. Alpha explained that this came to light because a patron was sleeping in the Library and bringing in carts and luggage. We are also adding bed rolls. Pets cannot be brought inside or left attended. We discussed there are certain programs that bring in animals. Patrons can bring in service animal. We noted the only questions we can ask to determine if it is a service animal, you can ask Is it a service animal and what is it trained to do. We want to add as a bullet point that sleeping on the Library grounds. This is coming up because there was an incident that Shelly was asked to mediate regarding this. We will put “No Trespassing” signs. There is a law going through Congress about sleeping on public property. Ms. Breuer suggested we add in any ordinance number or codes, to add that to the policy and the sign. The signs at the Farmer’s Market refer to the code. It was brought up that we can direct them to the Presbyterian Church that is open on Thursday for showers. Kay presented for vote from the policy committee. It was unanimously approved by the board.

- **Long-Range** – Nothing to report.
- **Building & Grounds** –Nothing to report.
- **Nominating** – Debra has not heard from the last two people we talked about. We need a county appointment,

- **Purchasing** – Committee is recommending the purchase of the Online Niche Academy to train Library staff. It keeps up with their training and is used by the State Library. It will help compile needed information needed for annual reviews- \$3700. We will get most of this back from yearly subscriptions we are not being used. Motion was made and unanimously approved.

VII. Unfinished Business – Nothing to report.

VIII. New Business – This is the last meeting for Debra Williams. We appreciate her service and expertise. This is David Tilson's last meeting as well. He kept it together through Covid and the emergency meetings for that as well as the sewer drainage problems. His expertise is appreciated. Dr. Alexander said she admired his grace and guidance during his years of service. She wanted on record the appreciation for these two board members and their contributions.

IX. Library Director's Report –

- Upcoming event- Medal of Honor Convention in Knoxville September 6-10. Book edited by Jim Claiborne about only 2 medal of honor recipients from same county in WW1 in the whole country (Edward Robert Talley and Calvin John Ward), will be featured.
- Adult Summer Reading is coming up after the kids (2nd week in July)
- Circulation going up and more visitors are coming in.
- The Red Cross liked the Community Room they used from their blood drive in June and they may ask to use the space again.
- Fundraiser play went well- made close to \$1200.
- See Library Director's Report for more information.

X. Regional Library Report –

- Has the new service area population certification and will need Dr. Alexander's signature. We are at 64,468, down from 65,110, which takes into account mostly census information.
- New State Librarian will be announced soon and will start July 25.
- New training plan was given to us- hopefully we will find some interesting materials in it.

Respectfully submitted by

Roxanne Bowen