

Hamblen County Library Board of Trustees Meeting

Minutes for September 27, 2022

The meeting was called to order in the George S. Hale Community Room by President of the Board, Dr. Alpha Alexander.

Attendance: Dr. Alpha Alexander, Roxanne Bowen, Jennifer Breuer (Holston River Regional Library Director), Elizabeth Campbell, Dr. Christy Cowan, Dr. Devin Edwards, Phyllis Ehresman, Selena Harmon (Assistant Director at Holston River Regional Library), Rob Reel, Shelly Shropshire (M-H Library Director), & Leah Taylor (M-H Imagination Library Advisory Council)

Leah Taylor, Chairperson of the M-H Imagination Library Advisory Council (MHIMLAC) provided information to the Board about the partnership between the M-H Library and the MHIMLAC.

- Leah met on 9/26/22 with the M-H Library Board Executive Committee to discuss the Memorandum of Understanding (MOU) needed between the 2 entities.
- Leah indicated that MHIMLAC had been a separate entity from HC*Excel since 2017.
- During a recent audit, it was found that their information was not included in the M-H Library's audit.
- Moving forward, the MOU clearly specifies the relationship between the 2 entities.
- The MHIMLAC will use the library's EIN number and the Governor's Early Literacy Foundation (GELF) for their 501(c)(3) status.
- Funding for MHIMLAC does NOT come from the M-H Library.
- A part-time Coordinator will be hired by MHIMLAC to manage their database.
- The MHIMLAC will utilize space at M-H Library for returned books and storage of records

Dr. Alexander indicated that the Library Board will review the MOU and vote on it during the October, 2022 board meeting. Leah Taylor departed the meeting at the conclusion of her presentation.

Dr. Alexander stated that there are 2 new board members, Dr. Devin Edwards and Dr. Christy Cowan. They are replacing Teresa Ayers and Debra Williams. Both introduced themselves. Dr. Christy Cowan agreed to serve as secretary moving forward.

Secretary's Report:

The minutes were reviewed and several corrections were noted:

- Rob Reel noted his name was Rob and not Russ
- Devin's name is spelled with an "in" instead of an "en"
- The candidates for board members were "prospective" rather than "attentive".
- Executive Committee (not board chairs) met on September 26, 2022
- Roxanne Bowen moved to approve the minutes with corrections and Rob Reel seconded the motion. The motion passed.

Treasurer's Report:

- The M-H Library balance sheet and P & L Budget vs. Actual documents were provided to members before the meeting.
- Shelly Shropshire provided information about issues within the Hamblen county finance office. She also provided information about subscription services the library purchased.
- Phone equipment was purchased by Hamblen county and the library will receive phone upgrades.
- The Staff picnic received \$1000 from Friends of the Library.

Public Comment: No public comment.

Committee Reports:

- **Finance** - Kevin Smith, Chair: not present, no report
- **Personnel** - Elizabeth Campbell, Chair: no report
- **Policies** - Kay Senter, Chair: not present, no report
- **Long Range Planning** - Kevin Smith, Chair: not present, no report
- **Building and Grounds** - Rob Reel, Chair, will be inspecting the outside soon
- **Nominating-Public Relations** - Elizabeth Campbell, Chair: no report, but Elizabeth suggested for everyone to introduce themselves to the new members, which they did.
- **Purchasing** - Treva Purkey, Chair: not present, no report

Unfinished Business: No unfinished business.

Director Report:

- Shelly Shropshire indicated that there is a Trustee training workshop to be held in Jefferson City, TN on 10/19/22. All library board members are encouraged to attend if possible. It is 9:30 a.m. to 3:30 p.m. Dr. Alexander reminded everyone that this training is important. We need Morristown people to be there if possible.

- Staff evaluations are completed and will be signed by staff soon.
- A new fun and fit program will begin on October 13, 2022; people miss Zumba!
- A list of programming was sent out including Ready by 6, Camp Emotions, Snack Attack, Yoga with Toddlers
- Ken Coffey from the Grainger County Historic Society presented to a group of homeschool students this month. It was also open to the public.

Public Comment–General: No general public comment.

New Business:

- Dr. Alexander reminded everyone to review the MOU before the next meeting on October 25, 2022. There will be a vote during that meeting.
- Dr. Alexander inquired about meeting times. Some members are available at either noon or a later time, while some prefer a later meeting time, perhaps after 5:30 p.m. Dr. Alexander said she would email about meeting time preferences.
- There will be two open positions on the library board in June, 2023.

Regional Library Report:

Jennifer Breuer provided the group with the regional newsletter.

- There are several trainings coming up including: meeting the needs of the homeschool community, library marketing and promotion, mental health first aid for adults, and Tennessee electronic library updates.
- New trustees can access training online, which consists of 10 lessons

Selena Harmon indicated that she will be working on the newsletter and wants to include all library happenings

- Selena will also be meeting with Shelly Shropshire to discuss her dreams for the library.

Adjournment:

Meeting was adjourned by Dr. Alexander.

Minutes taken by Christy Cowan