

Hamblen County Library Board of Trustees Meeting

Minutes for February 28, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Dr. Alpha Alexander at 5:30 p.m.

Attendance: Dr. Alpha Alexander, Roxanne Bowen, Elizabeth Campbell, Dr. Christy Cowan, Phyllis Ehresman, Jennifer Breuer (Director at Holston River Regional Library), Rob Reel, Kay Senter, Shelly Shropshire (M-H Library Director), and Kevin Smith.

Secretary's Report:

The minutes were reviewed and approved. Christy Cowan made the motion to approve and Kevin Smith seconded the motion.

Treasurer's Report (Shelly Shropshire provided information):

- A \$1300 bill to Johnson Control was paid twice, which was discovered
- Friends of the Library contribute some monies to library programming
- There has been an increase in hot-spot usage
- Report will be filed.

Public Comment for Agenda Items only: None

Committee Reports:

- **Finance** – Treva Purkey, Chair, not present. Shelly provided this report. The committee met to review the budget proposal.
 - Items of note:
 - Both the City of Morristown and Hamblen County will provide an increase of fund totally \$24,300 each, which includes a 5% COLA increase along with health costs and materials expense.
 - \$2000 was added to the “electronic materials” line item to cover the cost of electronic databases. Previously, this \$2000 was taken from the “materials” line item.
 - The Library will pay for an audit for the Morristown-Hamblen Imagination Library, but will be reimbursed.
 - \$500 was added to the budget request for increased ad rates to publish in the *Citizen Tribune*

- Kay Senter inquired whether the COLA increase was added to everything and Shelly confirmed it was.
 - A motion was made by Elizabeth Campbell to approve the budget and Christy provided a second for the motion. The Board voted unanimously to approve the budget for 2023-2024.
- **Personnel** – Kevin Smith, Chair
 - The Personnel committee met one hour before the Board meeting to discuss completing Shelly’s annual performance evaluation.
 - Kevin indicated he would send blank evaluation forms via email to Board members to be completed before the March 2023 board meeting.
 - After receiving these completed forms, Kevin will meet with Shelly.
- **Policies** - Kay Senter, Chair
 - Kay met with Shelly last week about policy changes including the timing of Board meetings.
 - The 5:30 p.m. time will be the new Board meeting time.
 - There was some discussion about having meetings every other month, but for now the Board will continue to meet monthly.
 - Shelly shared new policy updates via a presentation including
 - Removing language concerning the terms of Board members, Article III, Trustee By-Laws
 - Article V Duties of Officers: the treasurer will provide a monthly report rather than quarterly
 - Article VII Meetings: specific guidelines will be read for any public comment
 - Purchasing Procedures: language changed from “a Purchasing Committee shall be created” to “a Purchasing Committee shall be *appointed*”
 - “Purchases of \$500 or less” will be changed to “Purchases of \$1000 or less”
 - “Purchases Exceeding \$500, but less than \$1000” will be changed to “Purchases Exceeding \$1000, but less than \$5000”
 - “Purchases Amounting to \$2,500 or more” will be changed to “Purchases Amounting to \$5000 or more”
 - These 3 changes were made to mirror Hamblen County purchasing policies.
 - Morristown-Hamblen Library Policies, Part II

- The Library Bill of Rights contains information about the Freedom to Read and the Freedom to View Acts, which is included in the Appendix now, rather than linked on the internet
- Circulation Policy
 - “A fee-based library card can be obtained by an applicant who is not a resident *insert* “of Hamblen County or any surrounding counties (a list will be added)”. A two year card will cost \$50 and a one year card will cost \$25.
 - For a full access library card, patrons will need an ID, mail with their address listed on it, and an additional proof of address, such as a utilities bill for verification.
 - For Lost, Stolen, Damaged Materials, “partial payment” will no longer be accepted. Patrons may pay for 1 item at a time.
- Credit/Debit Card Acceptance Policy
 - Paypal will be added as a payment option
 - Convenience fees associated with card payments will no longer be required.
- Equipment
 - This entire section, page 19 will removed.
- There were several items added to the Appendices including
 - Application for using the Community Room
 - Fees will increase for using the Community Room

	Half Day	Full Day	Deposit
A (nonprofit)	\$40	\$75	\$30
B (business)	\$65	\$120	\$30

- Deposits will be returned by check; there was some discussion of increasing the deposit
 - The policy updates were approved by the Board.
- **Long Range Planning** – Rob Reel, Chair
 - Rob plans to meet with Shelly in March to discuss needs
- **Building and Grounds** - Rob Reel, Chair
 - No updates this time, but next month will be focused on updates in the Community Room.

- Dr. Alpha suggested renovating the bathrooms adjacent to the Community Room for accessibility (motion-detector towel dispensers)
- **Nominating-Public Relations** - Elizabeth Campbell, Chair
 - The committee met to discuss the 5 replacements for the Board: Mike Reed resigned and the terms for Dr. Alpha Alexander, Treva Purkey, Elizabeth Campbell, and Kay Senter are ending.
 - The final choices for replacements were contacted and the new slate of Board members include
 - Al A-Hearn, Morristown City Council member (city)
 - Jeff Cranford, attorney (city)
 - Amanda Hale, Hamblen County finance department (county)
 - Terri Tillson, local educator (city)
 - Stan Harville, Hamblen County Commissioner (county)
 - Elizabeth made the motion to approve the new Board members and Roxanne Bowen seconded the motion. All were approved.
 - Jennifer indicated she could provide a day of training for new members
 - Kevin suggested the new Board members could start training before they begin the terms
- **Purchasing** - Treva Purkey, Chair: not present, no report

Unfinished Business:

- April 4 (Tuesday) is an advocacy day for libraries at the Tennessee General Assembly
 - The Friends of the Library have donated \$2500 to charter a bus for staff and Board members to attend.
 - A meeting has been secured with Representative Rick Eldridge, but a time has not been set.
 - The office for Senator Steve Southerland has not responded. Kay indicated she would contact them.
 - The library will be closed this day. Roxanne made the motion to approve this and Rob provided the second.

Public Comment-General: none

Director Report:

- Shelly Shropshire submitted a report to the Board for review.

- The Library will host a Chamber of Commerce breakfast on March 8th at 7:30 a.m. Murrell Security will provide a demonstration of the new security cameras.
- There are talks of doing a spring fundraiser for the library, which may include a carnival night

New Business: None

Regional Library Report:

- Jennifer Breuer presented Phyllis Ehresman with a certificate of completion for trustee training.
- Talk Amongst Your Shelves will take place on March 3.
- There will be online training for emergency planning on March 21.
- A full-day workshop on manga is coming soon.
- April trainings will include weeding, collection connection, and promotion

Announcements

- Friend of the Library book sale is March 4.

Adjournment:

Meeting was adjourned by Dr. Alexander at 6:44 p.m.

Minutes taken by Christy Cowan