

Hamblen County Library Board of Trustees Meeting

Minutes for March 28, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Dr. Alpha Alexander at 5:36 p.m.

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

Secretary's Report:

The minutes were reviewed and approved. There was a correction listed here:

- \$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. ADD THERE IS A NEW LINE ITEM FOR ELECTRONIC MATERIALS

Treasurer's Report (Shelly Shropshire provided information):

- Shelly provided the balance sheet and Johnson Control returned the overpaid bill.
- New phone system is still being installed; it may need some assistance from the County to get it done sooner. The problem was that the company thought we were part of the county phone system, which we are not. We've had the equipment for 1.5 months and it's still not installed.
- Programming expenses are up, but Atmos? and Friends of the Library have provided donations.
- Summer reading expenses have already been purchased to prepare.
- Telecommunication expense is for the phones.
- Elizabeth asked about \$18k being removed from, Restricted Funds budget on P and L = \$18,850; Shelly says we typically don't use this.

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.
- **Personnel** – Kevin Smith, Chair, not present
 - Completed evaluations for Shelly were collected. Kay will send hers to Kevin via email.

- Roxanne is going to scan the collected ones at tonight's meeting to send to Kevin.

Policies - Kay Senter, Chair

- Collaborative Policy (added March 28, 2023) NEW POLICY
 - Sets up guidelines for other organizations that the library will work with; sets up a good framework of how we work together.
 - For example, Imagination Library, Election Commission, and homeschool groups.
 - Electronic Device Borrowing Agreement:
 - Late fees for devices will be a graduated fee.
 - \$10 to \$15, each day for a max of \$50
 - Costs of equipment are provided on the form for borrowing
 - 4 chromebooks, 4 laptops (older models)
 - "Chromebook" has been changed to "electronic devices"
 - Animal Policies
 - Posting a sign to clarify "service" animals; includes miniature horses.
 - Motion to approve, Kay, out of committee, approved.
 - Reconsideration of material will be done next month.
 - Collection and Development Policy: we need to create a policy for a patron to respond to a book's existence in the library; Jennifer says the board needs a strong policy.
 - Shelly says we have a collection policy, but we will need to create an explicit policy; the Board will have the final say, based on the policy.
 - Kay asked for Shelly to send out what exists and what Jennifer will provide with respect to this
 - Christy asked whether a book challenge has happened, Shelly says not that she knows of yet.
 - Jennifer said the ALA has information on this as well
 - Roxanne said that the board has already done this.
- **Long Range Planning** – Rob Reel, Chair, not present
 - Shelly said we need to renovate/upgrade the community room: floor, paint, speaker system, projector, \$45,000 is estimate of price for these renovations.
 - Rob and Shelly will get some bids and quotes for this.
 - Carnival fundraiser is coming up.
 - We could write to Chamber members for donations.
 - Chamber breakfast had a good turnout on March 8, 2023.

• **Building and Grounds** - Rob Reel, Chair, not present

○ Shelly has not met with Rob yet.

• **Nominating-Public Relations** - Elizabeth Campbell, Chair

- Committee will present a slate of new Board members soon.
- Letters have been submitted to city and county to be voted on at least at the April meetings for new Board members; we will wait to hear.

Purchasing - Treva Purkey, Chair: not present, no report

Unfinished Business:

- April 4 (Tuesday) is an advocacy day for libraries at the Tennessee General Assembly
 - Dr. Alpha thanked Kay Senter for setting up meetings with Reps. Faison and Eldridge and Sen. Southerland. The plan is for everyone to meet in a lounge space. 1 p.m. is the tour at the State Library.
 - 6:15 a.m. is departure time
 - Bathroom is on bus
 - Always good to have a chance to shine!
 - They will prepare some questions ahead of schedule to send to the reps BEFOREhand
 - Alpha asked Elizabeth to ask a question, and Devin will as well.
 - Alpha said they are also going to send data to the reps.
 - Our library is 55th in the state for community support out of 95 counties. Jennifer clarified that it is per capita; Hamblen has 65,000 residents.
- The region provides monies for resources, which comes from the state.
- Kathy Farley from the TSLA is hosting this legislative day.
- Kay says, look at income statement, and we operate on \$766,000 every year. We should focus on our Return on Investment (ROI) to community.
 - Library calculators will give you a good idea of what the dollar value is for ROI.
 - Library checkout receipts will provide these “how much you saved” yearly.
 - Jennifer asked, have you approached the county to help with the community room?
 - Alpha says in the past, there’s usually a split between the city and county for monies.
 - Jennifer reinforced how important this community room is.
 - Alpha made a presentation about Morristown College to a homeschool group on 3/27/23 in the community room; she mentioned there are lots of new people moving to the area.
 - Election commission uses it for voting for District 1 (originally at the Courthouse).

Public Comment–General: Mr. Chan Lui provided the following comments:

- This is the 5th time he has spoken to the Board; 1st time was November.
- He indicated his appreciation for the library.
- He would like for the library to have access to local newspaper, the library provides 1 copy, but he would like for patrons to have access online; he asked the newspaper to do that.
- Citizen Tribune has offered free access, which happened in February 2023, but only to computers IN the library.
- He would also like other local, online newspapers to be accessible to the library.

Director Report:

- Shelly Shropshire submitted a report to the Board for review.
 - May 13, 2023: Carnival Fun Fair, 10:30-3:30, on Saturday
 - \$100 donation for the carnival already.
 - Outreach thru HOLA Lakeway via schools about library access and cards.
 - Youth Villages is going to have a table during summer reading sign-up.
 - Local authors will be hosted on May 6 during the Bluegrass Festival downtown.
 - Earth Day on April 15th program will be to make a birdhouse, Amanda is spearheading this and doing great.
 - Last night was D & D, a volunteer is doing that; 7-10 kids show up, which is great.
 - All Together Now for summer reading theme.
 - Celebration of Tables: 2 tables that Penny Cowan is doing. This is on April 20, 2023.
 - Look at Easter Egg display for adults.
 - Volunteer Luncheon is April 20, 2023 at noon, it's funded by programming budget

Imagination Library: no official present and no report

Items of note:

- They send out 2500 books to children per month in Hamblen county.
- Phyllis requested IL applications to give out and Shelly said she would get those for her.
- IL is given out at the hospital.
- The IL will meet again on April 10th, Kay will ask for a representative and if they can't, it could be a report. They will come to us that same month. They can do it quarterly. Preference is a representative, but we will accept a report.

New Business: None

Regional Library Report:

- Jennifer Breuer said there is a Manga/gaming training coming this month

- The authority on Manga is coming for this training.
- If you go in person, you will receive free books.
- Both topics are of high interest to teenagers.
- April 6th, Selena is doing another talk about collection connection.
- April 18th day long collection training: weeding, Dewey.
- End of the month, United for Libraries will present on fines.
 - Washington County went without fines for 1 year; they will discuss that.
- King family library in Sevierville is hosting a training on archiving; local history collectors, even if you're not trained in it; they will train you.
 - This could be volunteers or community members, May 19th.

Announcements

- The Friends of the Library will host a book sale in September, 2023.

Adjournment:

Meeting was adjourned by Dr. Alexander at 6:38 p.m.

Minutes taken by Christy Cowan.