

## Hamblen County Library Board of Trustees Meeting

### Minutes for April 25, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Dr. Alpha Alexander at 5:29 p.m.

Attendance: Dr. Alpha Alexander, Elizabeth Campbell, Dr. Christy Cowan, Dr. Devin Edwards, Phyllis Ehresman, Selena Harmon (Assistant Director at Holston River Regional Library), Rob Reel, Kay Senter, Shelly Shropshire (M-H Library Director), Kevin Smith.

#### **Secretary's Report:**

Elizabeth moved to approve minutes with an amendment to add the list of new Board members. That was seconded by Devin.

Minutes were approved.

#### **Treasurer's Report** (Shelly Shropshire provided information):

- Community room fees have increased.
- Expenses are a little off because of yearly subscription to a database.
- Automatic door needs to be replaced at the back entrance of the library.
- Switching lights to LEDs has increased costs.
- Tech grant purchased 5 new printers for public access.
- Expenses for hotspots are a lot less than the income they bring in.

**Public Comment for Agenda Items only:** None

#### **Committee Reports:**

- **Finance** – Treva Purkey, Chair, not present.
  - Exit interview for audit was today; report will be available for next board meeting.
  - The relationship between the Morristown Imagination Library and Morristown-Hamblen Library is very clear now; there are no issues at all.
- **Personnel** – Kevin Smith, Chair.
  - Personnel has worked on annual evaluation for Shelly and has been submitted for approval and filed in her employee file.

- Forms were submitted and Kevin averaged scores and provided all comments.
  - Kevin shared evaluation with Board members.
  - Both Kevin and Alpha have signed off on this evaluation.
  - We're supposed to do this every year, but this is for 2017-2023.
  - Presidents of Boards were told by Jennifer to evaluate the director annually, which is where this originated.
  - It is not required in our current policies to review the Library Director annually.
- **Policies - Kay Senter, Chair**
    - Citizens form–reconsideration of library material
    - Patron Request for Reconsideration of Library Material form was shared
      - A suggestion was made to add in a paragraph that states this process will take approximately one month
      - “2 week notice prior to next board meeting”
        - “If you do not agree, you have the chance to appeal” was NOT included
        - Patrons would need to notify the Board the Friday before the monthly Board meeting to come to the meeting to discuss.
      - Reconsideration of Materials Policy was informed by the Nashville Public Library
    - Computer Policy
      - Added #14: “Any actions that cause disruption to the normal operations and use of the Library by others, that cause damage to computer software or equipment or material that result in the invasion of privacy or harassment of others shall not be allowed. The Library’s **Patron Conduct Policy outlining prohibited behaviors and consequences** (found in Part II of this Manual) and pertinent state, federal, and local laws apply to all Library computer users. Any illegal actions will be reported to the appropriate law enforcement authorities.”
      - Reference to website was taken out, state and federal laws are stated in #14
    - Kay moves that these be accepted. Kevin seconded the motion and changes were approved.
  - **Long Range Planning – Rob Reel, Chair.**
    - No official report, will meet with Shelly in May.

- Need more details on what we need
  - During the legislative visit, Elizabeth asked Rep. Eldridge to support upgrading the Community Center in the library; maybe the 3 (Sen. Southerland, Rep. Faison) of them can support in the NEXT fiscal year.
  - Last year they came up with monies at the end of the session for the Longstreet Museum.
  - Kay suggested to Elizabeth to drop Rep. Eldridge a note in June to remind him of the conversation.
    - Kevin suggested doing this monthly.
    - Shelly and Kay worked on thank you cards for them.
  - State library had given grants across the state for Braille books machines.
  - Shelly says we have a sample machine that reads books;
    - Storytime for disabled children in which they get packages to help experience the books better.
- **Building and Grounds** - Rob Reel, Chair.
    - No report
  - **Nominating-Public Relations** - Elizabeth Campbell, Chair
    - Meeting early next month to provide the Board with a slate of officers for next fiscal year.
    - City will vote next Tuesday, May 2, 2023 on new Board members.
    - County will meet May 18th, 3rd Thursday.
    - New members will be in attendance, July 2023.
  - **Purchasing** - Treva Purkey, Chair: not present, no report
    - Some in director's report (stated now)
    - TN library standards require you have software on your website for those who have impairments/different languages, the software will help translate.
      - Recite Me is the software, reads, enlarges text, translates it, masking paragraphs
        - It needs to be available
          - One year is \$2995, which is what Shelly recommends; they will bill in July and pro-rate
          - 3 years is \$7000.
        - FoL may help.
      - Automatic door at rear entrance needs to be upgraded, \$4000+
        - Elizabeth said there was a donor who provided the money for that door; perhaps reach out to her.
        - It's been out of operation for 3 weeks.

- Rob makes the motion to repair the door, Kay seconds; It passed.
- Kay moves to purchase Recite Me for 1 year to be purchased in July. Christy 2nds. It passed.

**Unfinished Business:** None

**Public Comment–General:** None

**Director Report:**

**Imagination Library:** report was submitted to the Board.

- A Balance sheet, Profit & Loss report, and a transaction report were submitted.
- We would like to see a quarterly report moving forward.

**New Business:** None

**Regional Library Report–Selena Harmon**

- Staffmember, Amy Hale, was recognized for finishing library training.
- Talk amongst your shelves is coming up; great place to network.
- Last training is Accidental Archivist, May 19, 9:30 to 4 in Sevierville; ANYone can come, staff, trustees, volunteers.
- National library week THIS week.
- Prepare for potential questions on May 1 when Overdrive retires; Moving forward, the Libby app will be used.
- LSTA grant ends on May 31st; Selena needs invoices and check numbers
- CE deadlines are June 30. End of July for turning those in.

**Announcements**

- Carnival is coming up, May 13
- Summer reading is “All Together Now”

**Adjournment:**

Meeting was adjourned by Dr. Alexander at p.m.

Minutes taken by Christy Cowan