

Hamblen County Library Board of Trustees Meeting

Minutes for May 23, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Dr. Alpha Alexander at 5:44 p.m.

Attendance: Dr. Alpha Alexander, Jennifer Breuer (Director at Holston River Regional Library), Dr. Christy Cowan, Dr. Devin Edwards, Phyllis Ehresman, Jeff Gardner, Administrator of Hamblen County Elections, Amy Hemminger, CPA, Steve Lawrence, Hamblen County Election Commissioner, Rob Reel, Kay Senter, Shelly Shropshire (M-H Library Director), Kevin Smith.

Amy Hemminger report:

Shared report from June 30, 2022

- Historically, this presentation is different from past reports due to the inclusion of the Morristown Hamblen Imagination Library Advisory Council (MHIMLAC).
 - The inclusion is important for grant institutions, but they are separate from the Morristown-Hamblen Library.
 - When either entity applies for city/county funding, BOTH institutions can use this financial, consolidated report, to do so.
- Amy left a proposal for next year with Alpha that needs to be approved by the end of June, 2023; Alpha said she has signed it, so it's all good.
- The fee is \$6800 for the audit report. The cost will go back down since \$1000 is for the Imagination Library; Shelly indicated that the Morristown-Hamblen Library will pay the total fee and the MHIMLAC will reimburse the Library.

Secretary's Report:

Christy Cowan moved to approve the minutes and Kay Senter seconded the motion. The minutes were approved.

Treasurer's Report Treva not present (Shelly Shropshire provided information):

- City and county have paid for appropriations
- County has not given us money for cameras yet, but request has been submitted.
- Above on materials because of database purchases, which was a bulk purchase; more than 83% of the budget at this time.
- Maintenance expense is much higher because of issues with doors (handicapped accessible), toilets, and air conditioning.

- The salary line is lower because of staff changes, which have been described in past meetings.
- Friends of the Library have given \$15,000 to support the Library.
- Grant income will increase from 2023 technology grant.
- New 5G hotspots will be available for use soon.
- Kay asked about Hamblen county paying for alarms out of their current budget. S
 - Shelly sent a letter to them in April. She said she will follow up with an email.
- Letter from Bill Britain about health care expenses, which includes a one-time repayment of \$15,000+.
 - Next year there will be an increase in insurance costs, so it will come back to the board once Bill Britain sends that information to Shelly.
- It appears that the Library's requested budget is going to be approved by Hamblen county and the City of Morristown.

Public Comment for Agenda Items only: None

Committee Reports:

- **Finance** – Treva Purkey, Chair, not present.
 - none
- **Personnel** – Kevin Smith, Chair. NP
 - none
- **Policies** - Kay Senter, Chair
 - Additional paragraph was suggested for the patron request to remove items in consultation with Jennifer Breuer.
 - Jennifer says perhaps go to the director FIRST, but she added suggestions.
 - Shelly says she does not want to be first point of contact, but Jennifer says the director could acknowledge the request.
 - Kay moves that these be accepted. Kevin Smith seconded the motion and changes were approved.
 - Procedure Language: To have materials reconsidered, complete and submit the appropriate form to the Director of the Library two weeks prior to the next scheduled Board of Trustees meeting. The Director will acknowledge receipt of form (request) in writing. NO HARD DEADLINE
 - Any decision by the Board is final.
 - Rob suggested only Hamblen county residents because of taxpayer funding.

- Consideration will be limited to Hamblen County residents who have an active library card.
 - Once a review is completed, the item cannot be eligible for reconsideration for the next 3 years.
 - Jennifer Breuer indicated she would work on the language of the form and submit it via email.

- **Long Range Planning** – Rob Reel, Chair.
 - Goal is to update long-term technology plan:
 - Include asking for more money next year.
 - Software has been grant funded, which will continue.
 - 3 year plan
 - Dates need to be updated.
 - Shelly wants approval for the plan now and then revisit this fall to see if updates are needed.
 - Rob Reel moves to approve.
 - All approve.

- **Building and Grounds** - Rob Reel, Chair.
 - Shelly has created an itemized list of Community Room updates.
 - Some of the needed items could be donated from the community.
 - This should be a capital budget item next year for city/county and ask businesses who use this room to support as well.
 - Elizabeth requested funds from Rep. Eldridge during the Nashville visit and mentioned the community room to him then.
 - Each state official has discretionary money to spend, which could be requested by the Library for the Community Room updates.
 - If there's no money available now, there could be in next budget cycle.
 - The new and current board members need to maintain this relationship with our elected officials since many that attended the lobbying day are completing their board memberships and will finish in June 2023.
 - Carpet cleaning and window cleaning prices \$3260 for carpet and windows; Victory Dry is the company that provided the bid.
 - Dr. Alpha stated that we might want to receive multiple bids before committing. The Board agreed so we will check our policies concerning this and move forward.

- Equipment: copier, A to Z Office Supply (formerly Evans) is our resource now, service agreement is very good.
 - Copier has been here for 7 years, it was rent to own.
 - Price for public access copier was \$3995 and service agreement is \$52 per month.
 - Shelly has an offer on a 2019 copier, but the service agreement is out of Knoxville.
 - Costs for printing for the public: 15 Cents for black/white and 25 cents for color; \$1 first page and 50 cents for fax.
 - Alpha reinforced the point that local service providers are better.
 - Kay moved that we approve purchasing a copier from A to Z Office supply and Christy seconded.
 - The motion was approved.

- **Nominating-Public Relations** - Elizabeth Campbell, Chair, NP
 - Kay provided the list of upcoming officers beginning in July 2023:
 - Roxanne Bowen, Chair
 - Rob Reel, Vice Chair
 - Christy Cowan, secretary
 - Kevin Smith, treasurer

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

Unfinished Business: None

Public Comment-General: None

Director Report:

- Summer reading program is going well.
- Makerspace is getting more use.
 - For example, a visually impaired father and his son are using the makerspace to do sensory things.
 - Reciteme will help them when they use the computer to enlarge and read things to them.
 - Shelly plans to contact the Tennessee Library for the Blind to get more ideas for the makerspace.
- Applied for a grant, TOP and 2024 tech grant is now available
- Finishing up 2023 tech grant on May 24, 2023.

New Business: WENT FIRST

Election Commission: Jeff Gardner and Steve Lawrence

- The Board did approve the elections to be held in the community room, Precinct 1.
- Steve thanked us for that and the space has worked out well for the Election Commission. He if it worked well for the Library, especially since parking may have been an issue.
- Jeff asked if they could put out signage for voting.
 - Shelly suggested they could post the day and time BEFORE election day upstairs.
 - Steve asked about cones and signs to reserve parking for voting; Shelly indicated there were complaints about parking.
 - Rob suggested we asked staff to park at Morristown Utilities Service (MUS) or Mayes Mortuary on election day.
 - Jennifer asked about realistic parking needs per hour; Steve said voting is available for 12 hours and 250 people; Jeff said popular time frames are 8-10 a.m., lunchtime, and then after 5 p.m.
 - Kay asked if we could close early on election days, perhaps at 5 p.m.
 - Dr. Alpha says we are good with signage for alternative parking.
 - Kay suggested putting directional signage up for voters.
 - Jeff says the majority of 1st district votes early
 - Steve reminds us that if you're in line at 8 p.m., you can still vote.
 - Kay indicated the Memorandum of Understanding (MOU) between the Library and the Election Commission is in our policies, but should we add a statement about parking?
 - Jennifer said to test it in March, 2024 and then decide if you want to put it in Library policies.
 - It was agreed to provide directional signs on election days and to explore alternative parking for staff and voters.

Imagination Library: Kay Senter, no report, will meet again in June.

Regional Library Report—Jennifer Breuer

- Selena Harmon is responsible for monitoring grants.
- Trainings are completed for the year; Secretary of State, Tre Hargett, will have more trainings coming soon.
- There is a core collection of 60 books for management, fundraising, etc. which are resources for all libraries.
 - This will be ready in June 2023.
- September 27 is the date for upcoming trustee workshop in Jefferson City.

- Full board orientation will take place in August since new people are coming on board in July.
- Standard survey due July 14.
- Title 6 training is due June 15.
- Continuing Education is due June 30, 2023.

Announcements

- During the June 2023 Board meeting, there will be food!

Adjournment:

Meeting was adjourned by Dr. Alpha at 7:16 p.m.

Minutes taken by Christy Cowan.