

Hamblen County Library Board of Trustees Meeting

Minutes for July 24, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:32 p.m.

Attendance: Jennifer Breuer (Director at Holston River Regional Library), Ann Cranford (Morristown-Hamblen Imagination Library representative) Dr. Christy Cowan, Phyllis Ehresman, Stan Harville, Rob Reel, & Shelly Shropshire (M-H Library Director).

Secretary's Report: Phyllis moved to approve and Rob seconded. Minutes were approved.

Treasurer's Report, Kevin Smith not present. Shelly Shropshire provided information, see Finance Committee below):

Public Comment for Agenda Items only: None

Committee Reports:

- **Finance** – Chair, not elected.
 - Balance Sheet was presented
 - See list of notes, for Profit & Loss Budget vs. Actual FY 22-23.
 - Hot spots picking up on circulation
 - Materials expense: friends gave \$1k
 - Maintenance issues: there have been several issues including HVAC repairs and replacing lights.
 - Changing lights to LED
 - Friends of the Library (FoL) have donated money over the past year for several events including picnics, the bus to Nashville, donations for supplies, and vet cost for guinea pigs.
 - Library card orders were bought in bulk, \$1200.
 - We NOW have to pay shipping costs
 - Programming expense was \$3000 budget, and Friends of the Library provided supplemental money.
 - Phone system was 10 years old; it was updated.
 - Hot spot expense was far less than we thought.
 - Working on plan for community room, but we do have a new smart TV in the room.

- Grant income is \$7321.56 and reimbursed by the state of TN
 - Shelly says the auditor will get these forms in a more straightforward way.
 - Rob asked: does the library lose books? What are we losing each year? Shelly doesn't have a number.
 - This started the discussion about removing all fines for late returns.--Jennifer; Shelly says people in the past have NOT wanted to go without fines; Jennifer thinks it's a good idea, it doesn't change habits anyways.
 - Roxanne says we should entertain this.
 - People may be more inclined to donate if there is NO fine
 - Roxanne suggested thank you cards from the Board to FoL and donors; Shelly indicated that they do this.

- **Personnel** –Chair, not elected. NP
 - None

- **Policies** – Chair, not elected.
 - None

- **Long Range Planning** – Rob Reel, Chair.
 - None

- **Building and Grounds** - Rob Reel, Chair.
 - Met this morning, 7/24/23
 - Carpet cleaning and windows for everything, Rob moves to approve Nice and Clean to do the cleaning; A & J for windows outside
 - \$2984.92 for one time
 - \$550 for one time, \$350 quarterly, \$1600
 - Shelly is going to put this in the next budget moving forward.
 - Stan seconded
 - Janitorial staff does inside windows on doors and offices
 - Volunteers do it sometimes; TN Promise, MHA has community hours that people have cleaned to fulfill hours.
 - Motion passes to pay for the cleaning.

- **Nominating-Public Relations** - Chair, NP
 - All positions fulfilled

- **Purchasing** - Chair: not elected.
 - None

Unfinished Business: None

Public Comment–General: None

Director Report:

- Adult reading program, 7/27/23 Bingo
- Community room doors will be fixed in August.
- Grant will be submitted to replace older computers.
- Library services technology act = LSTA
- Makerspace has a homeschool group that comes every month; Shelly would like a donation of \$2400 to provide microscopes, bugs collections, slide, etc.
 - We have already received a donation of \$1000 today for that.
 - Rob asked about WS replacing slides, microscopes and maybe we could snag those
- Remind everyone about trustee training on September 27th; GO because it helps with grants; 9-3:30 all day in Jefferson City, TN.
- Jennifer will be training new trustees soon.
- We get more money if we are all certified; Roxanne offered to help and WSCC can offer its lab for computer access.
- Penny Cowan's quilt will consist of quotes from adult summer program and will be given away at the end of the program.
- Circulation report: we are going back up for the year, 13.54% overall
- "Beat the heat" is a special day to watch Roku TV on Fridays in August with popcorn and water.
- Bar graph circulation totals show we are going up especially after seeing decreases during COVID-19.

New Business: None

Old Business:

- Christy inquired about the Will contest: David Tilson is working with Shelly on this issue.
- Banned patron: he has been back and he left.

- Roxanne says this same person has been banned from a lot of places, so Shelly should do what she feels is right and the Board will support her decision.
- This is about safety.
- Shelly plans to give him a letter of warning, which will serve as his last chance.
- One person who has been banned last year has come back and he's good; he was banned 6 months.

Imagination Library –Ann Cranford

- They met in July 2023.
- Morristown City and Hamblen County have given \$5k.
- Bookmobile slated for next summer; bus donation needed.
- The plan is to hire a part-time coordinator soon; working on credentials needed for the position.
- The Imagination Library has existed for the past 5 years independently; HC-Excel used to be over them.
- It's going to be a busy year this coming year!

Regional Library Report–Jennifer Breuer

- Library service agreement needs to be signed; it includes:
 - Title VI information
 - Training requirements
 - State funding for purchases for materials
 - Grant access and support
 - This year, the Secretary of State made some revisions including:
 - Making sure directors are aware of materials being purchased
 - Recommend work flows including making sure library directors review EVERYthing that is purchased.
 - Encourage the director to know what's being purchased and the board too.
 - Some boards put new materials in a newsletter or on the website
 - Parent and caregivers are the ones responsible for anything their child checks out>>this is in our policies.
 - Teen books may be more graphic, Shelly says,
 - DA in Maury County, TN sent something to the state about a book called "All Boys Are Blue"
 - Shelly asked about censorship, is that censorship?

- Jennifer says to know your community and that should inform where you put catalog materials, adult or child or YA.
- We need to review all policies for collections
 - This should include e-materials
- Patron request form has not yet been finished to share with Board; Roxanne says we need to get those out.
- Anisa Hendrix is a certified staff member now.
- Trustee certification needs to be done within 1 year and it's good for 3 years.
- New trainings coming up soon.
- Refresher course is different
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Announcements: None

Adjournment:

Meeting was adjourned by Roxanne Bowen at 6:32 p.m.

Minutes taken by Christy Cowan

Committees:

Roxanne says that there are chairs of committees that are open; let Roxanne know in one week and then Shelly and Roxanne will decide on placements.