

Hamblen County Library Board of Trustees Meeting

Minutes for October 24, 2023

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:34 p.m.

Attendance: Al A'Hearn, Jennifer Breuer (Director at Holston River Regional Library), Christy Cowan, Phyllis Ehresman, Amanda Hale, Rob Reel, Shelly Shropshire (M-H Library Director), Kevin Smith, Leah Taylor (Morristown-Hamblen Imagination Library Advisory Council), Terri Tilson.

Secretary's Report: Christy moved to approve the report and Terri 2nd to approve minutes.

- Minutes were approved.

Treasurer's Report, Kevin Smith:

- 2023 tech grant came in
- Received \$36,000 from city/county total for purchase of security cameras
- Reciteme database cost \$2995
- Niche Academy renewal cost \$3700
- Cost for Kanopy on monthly basis
- Maintenance on community room
 - Doors = \$900
 - HVAC blower motor replaced and blower wheel replaced, \$1680
- Gift cards for talent show, \$107
- Homeschool Science equipment, \$964.72, which was covered by \$1000 donation
- Stage rental for Murder Mystery, \$565, \$500 was covered by Friends of the Library

Public Comment for Agenda Items only: None

Committee Reports:

- **Finance** – Chair, Amanda Hale
 - NONE
- **Personnel** –Chair, Kevin Smith
 - NONE

- **Policies** - Chair, Christy Cowan
 - The committee met before the Board meeting to discuss changes to the *Citizen's Form for Patron Request for Reconsideration of Library Material*.
 - Comments/Questions included:
 - Kevin asked about providing the policy to the patron WITH the form
 - Jennifer suggested providing a packet including the policies for the patron when they make the request
 - On the form, we should include check-box to see if they have read the policy, bill of rights, material selection policy
 - Roxanne suggested adding, "cite certain policies points"
 - We should add, "Only forms that are completely filled out will be reviewed."
 - We should add, "Only library patrons can submit"
 - Jennifer suggested providing a cover letter for the packet that may include timeline and board meeting times
 - Christy made the motion to approve the *Patron* form with the above suggestions and Phyllis seconded it.
 - Motion was approved
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- **Long Range Planning** – Rob Reel, Chair.
 - Committee will meet soon
 - Shelly needs info for budget with city/county
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- **Building and Grounds** - Rob Reel, Chair.
 - Working on quotes for community room and investigating funding sources listed below:-
 - Roundup from MUS
 - Grants, maybe from TVA
 - Brittain talked to Shelly about grants
 - TSLA has a construction grant that provides matching funds
 - We should consider making this a capital expense for next year's budget which is due in Feb. 2024
 - We also need to make sure routine maintenance is included in the budget
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- **Nominating-Public Relations** - Chair, Terri Tilson
 - Our goal was to find an attorney who resides in the city for the open Board seat.

- Terri called Lauren Carroll, but she resides in the county. Lauren officially declined.
 - The plan was to contact Scott Hodge, then Wayne Stambaugh, then Mary Napier.
 - Scott Hodge did not reply to voicemails.
 - It was discovered that Wayne and Mary both reside in the county.
 - David Tilson is assisting with identifying potential candidates.
 - Matt Sexton was contacted and he is unable to serve, but Jill, his wife, might be interested. Terri will follow up later
 - Link Gibbons was contacted but he's in the county.
 - Aaron Chapman was asked, but he is unable to serve.
 - Al suggested Skip Frierson, Board of Appeals.
 - Debra Williams is directing a new leadership class at the Chamber of Commerce that could yield some candidates.
 - Moving forward, we will focus on recruiting Jill Sexton. Then, we may pursue someone who is not an attorney
 - David Tilson is willing to provide counsel for the next year
- **Purchasing** - Chair, Amanda Hale
 - NONE

Unfinished Business: None

- Image Evaluation will be worked on as needed.

Public Comment–General: None

Director Report:

- Murder Mystery is Nov. 4, 2023
- Do we need to have a board approval for Juneteenth day off?
 - Christy moved, Rob 2nd, and all approval
- Library will be closing early Nov. 7, 2023 for staff appreciation supper
- Dec. 7 is the Christmas parade; Library will close at 4 p.m.
- Working with Amanda and finance on budget next month
- Two employees won 1st place in scarecrows in the park and Theatre Guild's fundraiser with tables; Penny Cowan won best table
- Carnival = \$5600 was raised for Community room
- Donation of \$10k for Community room was received

New Business: None

Old Business:

- Trustee Workshop was held on September 27, 2023
 - State library and archivist provided wonderful information at the trustee workshop
 - During the past 3 months, Jennifer said there have been around 12 patron requests for reviewing materials at libraries in our region
 - The typical concern is about children having access; is it age-appropriate?
 - The Morristown-Hamblen Library has not received any requests yet

Imagination Library—Leah Taylor, Chair

- The plan is for a member to provide a report once a quarter
- Minutes and financials were provided to the Board
- Highlights of Financials:
 - \$25,000 donation from Rotary Foundation that was closed out recently
 - \$2600 for books per month is the council's cost to purchase books
- Bookmobile is coming next year!
 - Heather Logan is GELF representative to help with bookmobile
 - There is a request for a member of the library to be part of this
 - Community leaders and partnerships are being recruited to support this
 - They will apply for a grant to support it
 - Goal is for bookmobile to be ready to go next summer
 - Right now the plan is to recruit someone that has a CDL to drive the bookmobile, but they could use a van, big bus, or something else that doesn't have the CDL requirement
 - Head Start is donating a bus

Regional Library Report—Jennifer Breuer

- Closed on 10/25 and 10/26/23
- Succession plan was given to Shelly called a “bus binder”
- Maintenance of Effort was received by the state.

Friends of the Library—

- Dec. 9 book sale

Announcements: None

Adjournment:

Meeting was adjourned by Roxanne Bowen at 6:20 p.m.

Minutes taken by Christy Cowan