

Hamblen County Library Board of Trustees Meeting

Minutes for November 28, 2023

The meeting was called to order in the George S. Hale Community Room by Vice-President of the Board, Rob Reel, at 5:30 p.m.

Attendance: Jennifer Breuer (Director at Holston River Regional Library), Christy Cowan, Devin Edwards, Phyllis Ehresman, Amanda Hale, Stan Harville, Rob Reel, Shelly Shropshire (M-H Library Director), Kevin Smith, & Terri Tilson.

Secretary's Report: Christy moved to approve the report and Terri provided the second.

- Minutes were approved.

Treasurer's Report, Kevin Smith:

- Kanopy = \$382
- Tumbleweed Press, Inc. = \$799
- Mr. Handyman = \$490
- Titan Electric = \$612.35
- J & F Mechanical = \$1029
- Dormakaba = \$4,318.54 for automatic door downstairs
- Penworthy = \$359.97 for stem kits
- 29% of expenses for the FY 24

Public Comment for Agenda Items only: NONE

Committee Reports:

- **Finance** – Chair, Amanda Hale
 - Went over the proposed budget for FY 25
 - Fines
 - Removing fines from budget (.5%) as an entry into removing fines completely
 - Hotspot finances
 - Cost of Living raise for employees
 - City/County will be invited to the meeting
- **Personnel** –Chair, Kevin Smith
 - NONE

- **Policies** - Chair, Christy Cowan
 - Concerning the policy on patron request to review materials, the time to review will be 30 days from receipt of the request
 - Vote on this policy in January 2024
 - We will begin reviewing policies concerning fines for overdue returns

- **Long Range Planning** – Rob Reel, Chair.
 - Committee will meet in January
 - Community room
 - Walls, lighting, kitchen, painting budget has been given to Bill Britain to check his funding source
 - Should this be a capital expense?
 - Rough budget: \$80,000 plus Technology: \$75,000
 - \$155,000 to

- **Building and Grounds** - Rob Reel, Chair.
 - Working on quotes for community room and investigating funding sources

- **Nominating-Public Relations** - Chair, Terri Tilson
 - Jill Sexton—never heard back from her
 - We may approach someone else besides an attorney who lives in the city
 - Reached out to Debra Williams’ leadership class who visited the library 2 weeks ago and would see if anyone was interested
 - Terri talked to Debra and NOONE lives in the city in that class
 - Debra gave Terri a list from past leadership classes to see if we knew any of them
 - Beth Ellard, Andrew’s wife
 - Rachel Vasquez, bilingual, MUS
 - Darlene Smith, retired, running for school board
 - Machela Worthington, WSCC employee
 - Kim Fox, federal programs for schools; county resident
 - Debra also gave names from county for future openings
 - Shelly will ask Betsy Hurst from HOLA to possibly serve

- **Purchasing** - Chair, Amanda Hale
 - NONE

Unfinished Business: NONE

Public Comment–General: NONE

Director Report:

- Level V summit in Knoxville, Shelly attended and heard some great ideas:
 - Take care of yourself
 - Core values
 - Salary studies
 - Excellent training
- Shelly is working on a “bus manual” for her successor
 - Having a timeline for the fiscal year included; when to start working on things
- Murder Mystery: working on how much was raised
- Dec. 7 Library will be closed for Christmas parade
- Also closed on Dec. 23-26 and Jan. 1
- Stuffed animals will be having a sleepover at the library this month

Shelly wants to work on Policies in January

- Personnel
- Volunteer
- Capitalization policy: at what point does an asset become listed as an expense
 - Threshold for county is \$5000 for depreciation

Public Library Management thru the state for certification

2 Part-Time staff members have Master of Library Science degrees and 1 FT has MLS

- TOP grant was received, \$11,000 for redoing the building with cat-6 cable and to add merakis to the network to monitor what’s rolling on wifi
- Tech grant for \$7-8k to replace laptops, 8 in total

New Business: None

- The Board has done stuff for staff lunches; last year we did \$25 gift cards; \$525 total; FoL gave half that amount last year
 - FoL will do half so we would provide, \$26.25 per person.
 - They will email about the cost
- We do not meet in December.

Old Business: NONE

Imagination Library–NONE

Regional Library Report–Jennifer Breuer

- The region's project is the Title V workshop
- Closed on Dec 18 for a trip to the State Library for party
- Closed on Dec 22-26 and Jan 1
- Next talk amongst your shelves on Dec. 1 with Selena Harmon

Friends of the Library–

- Meets again on Dec. 13
- Dec. 2 book sale

Announcements: None

Adjournment:

Meeting was adjourned by Rob Reel at 6:14 p.m.

Minutes taken by Christy Cowan