

# Hamblen County Library Board of Trustees Meeting

## Minutes for August 22, 2023

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

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

**Secretary's Report:** A motion to approve the meeting minutes was given by Al A'Hearn and seconded by Kevin Smith.

- The minutes were approved.

### **Treasurer's Report, Kevin Smith**

- Kevin pointed out two line items in the report including line 8 for copies and the line item for health benefits.
- The report will be filed.

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

### **Committee Reports:**

Here are the new committee assignments:

#### **Finance**

Amanda Hale, Chair  
Devin Edwards  
Stan Harville

#### **Personnel**

Kevin Smith, Chair  
Jeff Cranford  
Terri Tilson

#### **Policies**

Jeff Cranford, Chair  
Christy Cowan  
Phyllis Ehresman

#### **Building and Grounds**

Rob Reel, Chair  
Al A'Hearn  
Kevin Smith

#### **Purchasing**

Amanda Hale, Chair  
Devin Edwards  
Phyllis Ehresman

#### **Personnel**

Kevin Smith, Chair

Jeff Cranford

Terri Tilson

#### **Long Range Planning**

Rob Reel, Chair  
Stan Harville  
Terri Tilson

#### **Nominating**

Terri Tilson, Chair  
Phyllis Ehresman  
Christy Cowan

Reminder: All committee meetings need to be advertised and are open to the public.

- **Finance** – Chair, Amanda Hale
  - See Director’s report.
- **Personnel** –Chair, Kevin Smith.
  - None
- **Policies** – Chair, Jeff Cranford.
  - None
- **Long Range Planning** – Rob Reel, Chair, not present.
  - None
- **Building and Grounds** - Rob Reel, Chair, not present.
- **Nominating-Public Relations** – Terri Tilson, Chair.
  - None
- **Purchasing** - Amanda Hale, Chair.
  - We need 3 lockboxes for thermostats upstairs, \$375, which is a necessary purchase.
  - There is a replacement fee of \$900 for parts to the sump pump.

**Unfinished Business:** None

**Public Comment–General:** None

**Director’s Report, Shelly Shropshire:**

- Shelly discussed the will of Helen Will that is being contested by family members. The plan is to move forward with the attorney with a cap of \$5000 for the fees.
  - Terri made the motion to approve and Christy seconded the motion.
  - The motion passed.
- Shelly presented an advertising opportunity at East High School for the Spirit Team. The library would be mentioned during announcements at games and the name would be placed on their t-shirt.
  - The price would be \$500 for both or \$250 for one.
  - Jennifer Breuer indicated that this might be more appropriate for the Friends of the Library.

- Nice and Clean company will be cleaning the library on September 4, which is Labor Day. The library is closed and Shelly will be letting the company in on her day off.
- We need to have a policies committee meeting soon to revise and submit a patron request to review materials form.
- The disciplinary action for personnel has been updated to mirror the policy held by Hamblen County government.
- We also need to review the Circulation agreement.
- There was a recent review request for a graphic novel in the children's library, which was reviewed. It was determined that it would stay on the shelves.
- There will be an Art Swap on 9/23/23.
- Penny Cowan's quilt for the adult reading program can be viewed upstairs. It is fabulous!
- The library will have a table at the HOLA festival on 8/26/23.
- The air units upstairs is leaking and the sump pump flooded again.
- We need 3 lockboxes for thermostats upstairs, \$375, which is a necessary purchase.

**New Business:** None

**Old Business:** None

#### **Imagination Library –Leah Taylor**

- They met in July 2023.
- Expense is approximately \$2500 per month for books.
- They are in the process of renewing donors now.
- They will be hiring a coordinator.
- They are working on refurbishing a bus for a bookmobile.
  - GELF provided a grant for this.
  - Books will be free
  - Books for all ages will be included

#### **Regional Library Report–Jennifer Breuer**

- Folders containing information about trustee responsibilities and the library were handed out to new board members.
- Jennifer provided an abridged version of the trustee orientation.
- All trainings are open to trustees.
- There is a Trustee's Workshop on September 27, 2023 at the Jefferson County Library.

- It is important to attend trainings as this impacts monies given to the library by the State of Tennessee.
- In upcoming months, we will be reviewing our fine policy, which Jennifer will help with.

**Announcements:**

- The Friends of the Library are hosting a book sale on 9/9/23.
- Their next meeting will be in October, 2023.

**Adjournment:**

Meeting was adjourned by Roxanne Bowen at 6:43 p.m.

Minutes taken by Christy Cowan