

Hamblen County Library Board of Trustees Meeting

Minutes for January 23, 2024

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:40 p.m.

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

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

- Minutes were approved

Treasurer's Report, Kevin Smith: NP

- Maintenance issues have increased in recent months
- Soundproofing expense to Whisper Room, \$566.31
- New chairs expense to A-Z, \$948; requested to be reimbursed by Friends of the Library
- Expense to Titan Electric, \$738.05
- Expense to J and F Mechanical, \$357

Public Comment for Agenda Items only: NONE

Committee Reports:

- **Finance** – Chair, Amanda Hale
 - Went over the proposed budget for FY 25
 - The Board has allowed committee to move forward with the budget in Feb. 2024 for the city/county meetings
 - We need another subcommittee meeting, Christy moved to approve the motion and Devin provided the second to allow committee to move forward with that
 - Members of City Council and County Commission were invited to this meeting tonight but no one was present beyond Library Board member, A'Hearn.
 - Tony Cox, City Administrator, is retiring
- **Personnel** – Chair, Kevin Smith, NP

- NONE
- **Policies** - Chair, Christy Cowan
 - Christy moved to approve the policy concerning Patron Requests for review of current materials. Terri provided the second.
 - Jennifer had reviewed the policy and was in agreement.
 - The policy was approved.
 - Next month the committee will be presenting volunteer and sex offender policies
 - Update purchasing policy with purchasing committee
- **Long Range Planning** – Chair, Rob Reel
 - Community Room renovations
 - Not heard back from county about funding yet
 - It is listed as a capital expense for next year’s budget
 - Need to revisit procedures/policies front the state to make sure we’re meeting guidelines
 - Need to do walk-through evaluation of the property
 - Plumbers have come to work on drains
 - Funds have been raised (\$18,000) for the community room thus far
 - GFWC will donate CIP (Community Improvement Project) money from upcoming Celebration of Tables
 - May do spring carnival again
 - Renovations may need to be done in phases
 - Amanda: Hamblen county increased bid threshold to \$25K and competitive quote to \$10,000; \$10,000-25,000 you need 3 quotes; anything over \$25,000 must be offered to public for bidding; Amanda will get copies of that policy to us
- **Building and Grounds** - Chair, Rob Reel
 - See above
- **Nominating-Public Relations** - Chair, Terri Tilson
 - Darlene Smith has agreed to serve on the board pending approval; she is a retired school teacher who has experience with libraries.
 - Terri made the motion to send this candidate’s name forward and Rob provided the second.
 - All approved
- **Purchasing** - Chair, Amanda Hale

- NONE

Unfinished Business:

- Gift cards in December were received by staff; thanks!
- Shelly sent a letter to Rep. Faison, Rep. Eldridge, and Sen. Southerland in December; she hasn't heard anything back from them yet
 - We should plan on sending more letters to them in March and then April, 2024.

Public Comment–General: NONE

Director Report: ADD FROM SHELLY'S LIST

- Library audit is still being worked on
- There are leaks in the ceiling; Shelly will get roofers here
- Plumbing issues: stopped up with wipes
 - Clay piping catches this stuff; downstairs bathrooms have these
 - Front bathrooms have been redone
 - All is working smoothly
- Rob made the motion to approve the Library closing for training on February 19th (President's Day). Devin provided the second. Motion was approved.

New Business: None

Old Business: NONE

Imagination Library–

- \$90,000 in reserve funds
- Met last month
- May come to meeting next month
- Book bus for this summer is their goal

Regional Library Report–Jennifer Breuer

- Secretary Hargett increased money to \$200,000 for construction grants, which we need to consider. The application would be submitted through the region; Jennifer would provide support for this.
 - A committee decides what applications would move forward to Secretary Hargett.

- There is a prerequisite needed, either 50% of the proposed cost OR something that we have already spent
- There is a rolling deadline
- 3 years to execute your plan
- Narrative and as many details as possible are needed: surveys, blueprints, etc.
- They will look at collateral

Friends of the Library

- Doing well
- May need to do a volunteer appreciation award for a long-time volunteer

Announcements: None

Adjournment:

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

Minutes taken by Christy Cowan