

## Hamblen County Library Board of Trustees Meeting

### Minutes for February 27, 2024

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:38 p.m.

Attendance: Al A'Hearn, Jennifer Breuer (Director at Holston River Regional Library), Christy Cowan, Devin Edwards, Phyllis Ehresman, Stan Harville, Amy Hemminger (Purkey, Carter, Compton, Swann, & Carter, PLLC), Rob Reel, Tracy Seal, Darlene Smith, & Terri Tilson.

**Secretary's Report:** Christy moved to approve the report and Rob provided the second. Sent via email, not in meeting packet.

- Minutes were approved

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

Treasurer's Report was tabled until next meeting.

- Amy Hemminger, CPA, with Purkey, Carter, Compton, Swann, & Carter, PLLC presented information about the annual audit:
  - We will receive a pdf of the audit.
  - Unmodified opinion, which is good
    - We are a quasi-government: gov and nonprofit both are reported: biggest difference is that government do not provide assets; nonprofits do report those assets
    - \$34,000 = main income from city/county and the imagination library
    - Imagination library is in our audit because the Library is over them although they are independent.
    - Footnotes are standard
    - Great job on overseeing audits
      - Detail of reports and asking questions is very important: good job staff and board!

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

#### **Public Comment—General:**

- Mr. Chan Lui provided comments:
  - Possibility to use the library as the ecocenter for community information
  - Collect books to create a public identity to get more citizens involved

- The community might volunteer to curate books in-house before selling or weeding out of the collections

### **Committee Reports:**

- **Finance** – Chair, Amanda Hale, NP
  - Budget has been turned in; we have a copy in the meeting packet (unlabeled)
    - Notes:
      - Increase in appropriations equal \$105,000 divided equally between County and City.
      - The Library is going fine free as is the trend with libraries across the state. Fees will still be collected for some services and listed under Other and Lost Materials.
      - The Library Community Room upgrades for interior and a/v equipment are a one-time cost contingent on the potential pending County Grant Income.
      - Gifts and Memorials vary year to year and is immaterial in overall budget.
      - The county is expecting the FY 22-23 year the library's health costs will be over allow and and the library may need to pay a portion back to the County. This figure is based on the same cost paid in 2022 2023 for FY 2021 2022 average and contingent on outcome reports from Hamblen County on health care costs for the Library.
      - The 2018 Public Library Standards recommends 15% of local appropriations are budgeted for materials. This figure represents 8.6% of the requested appropriations.
      - Refiguring costs of current databases. If adding a math database will need at least \$5,000 more per year to maintain the accessibility-app required.
      - Adding cost of upkeep on carpet and window cleaning \$4,000 per year and a cushion of \$6,000 for unexpected repairs for aging equipment.
      - Adding \$1,000 for increased costs in supplies.
      - Adding \$1,000 for increased costs in programming expenses.
      - Audit is \$6,800 for this RY. \$1,000 for Imagination Library and \$5,800 for Library.

- 5% employee increase, Health insurance increase, and shared clinic costs increase.
    - Hotspot checkouts have declined in the past year lowering our expenses.
    - Using local Chamber ads for events and Citizen Tribune special advertisement circulars to increase library event awareness.
    - Capital Expenditures requested this year contingent on County Grants.
  - We will need a policy for the no fines
  - Question on #7: refiguring costs of current databases?
    - Accessibility apps: are there lower costing resources available? Jennifer will provide a list of lower-cost options.
  - #5, #16: Health costs are in the budget, but not expected to be used, one is for expenses and one is for revenue
  - #6: asking for 15% of local appropriations is standard BUT we are only asking for 8.6%
  - Maintenance costs have been wild lately so it's been added to the budget.
  - Terri made the motion to approve and Stan provided the second. It was approved.
- **Personnel** –Chair, Kevin Smith, NP
    - NONE
  - **Policies** - Chair, Christy Cowan
    - No report; had planned to meet today, but we did not
    - Goal is for Christy to meet with Shelly before next policy meeting about policies concerning volunteering and sexual offenders
    - We also need to look at bidding policies
  - **Long Range Planning** – Chair, Rob Reel
    - Capital project for the Community Room, Mayor Brittain has said some funds may be available
    - Jennifer mentioned a construction grant last time and it's a possibility, \$200,000
      - Building and grounds needs to meet to discuss this
      - There is a matching portion
      - We can use past expenses for this grant
      - Jennifer is willing to help with the application

- Contractor has to be licensed and bonded
  - Grant is in place for 3 years to get project done
- There are still problems with plumbing
- We need rough estimates on structures, like the roof and HVAC including longevity
- Amanda said that county has adopted new bidding policies, but we may not be ready to adopt those just yet
- CAT-6 cabling: Shelly is working on getting bids for this
- LSTA funds have to be spent by May 31, 2024
- **Building and Grounds** - Chair, Rob Reel
  - See above
- **Nominating-Public Relations** - Chair, Terri Tilson
  - Darlene Smith is here! She has not been voted on yet, but we expect her to be part of the Board next month.
- **Purchasing** - Chair, Amanda Hale, NP
  - NONE

**Unfinished Business:**

- NONE

**Director Report: Tracy**

- A crane is coming in to do construction on the health department this Wed-Friday and this road will be closed
- GELF grant, \$20,000 for Imagination Library so they ARE getting a bookmobile for the summer

**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

- It's training time!
  - Program today on programming, Amanda from MHL attended
- New trustees need to do the online training; this is good for funding
- LSTA needs reimbursement information STAT, Selena is asking libraries for that

**Friends of the Library**

None

**Announcements:** None

**Adjournment:**

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

Minutes taken by Christy Cowan