

Hamblen County Library Board of Trustees Meeting

Minutes for March 26, 2024

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:33 p.m.

Attendance: Al A'Hearn, Christy Cowan, Devin Edwards, Phyllis Ehresman, Amanda Hale, Selena Harmon, (Assistant Director at Holston River Regional Library), Rob Reel, Shelly Shropshire, Darlene Smith, Kevin Smith.

Secretary's Report: Al A'Hearn made the motion to approve and Rob seconded. Minutes were approved

Treasurer's Report, Kevin Smith:

Shelly:

- Maintenance charges:
 - East TN Plumbing, \$950.00
 - Cumberland Glass, \$515.00
- Thomas Consultants, 11 new computers, \$9,389.60
- Hotspot, we are still doing good with expense vs. cost
- Report will be filed

Public Comment for Agenda Items only: NONE

Public Comment–General:

- NONE

Committee Reports:

- **Finance** – Chair, Amanda Hale
 - NONE
- **Personnel** –Chair, Kevin Smith,
 - NONE
- **Policies** - Chair, Christy Cowan
 - A motion was made to approve all policies presented. Devin made the motion, Kevin provided the second.

- Several work-related policies were reviewed during a policy meeting before the Board meeting. These were presented to the Board for review:
 - Dress Code, was approved with edits
 - Leave without Pay, was approved with edits
 - Reporting for Work was updated with the phrase, “with the reason”. It was approved.
 - For these policies, it was suggested that we include all of the work-related policies together in the staff handbook.
 - The Electronic Borrowing Policy was presented with main edits concerning changing “chromebooks” to “devices”. This was approved
 - The Purchasing Procedures policy was updated to align with Hamblen County purchasing procedures including updated bidding thresholds. This was approved.
 - The No Fine Policy was presented for comment to be reviewed and approved at a later date. This will be done before the end of the fiscal year, June 30, 2024.
 - The Registered Sex Offenders Policy was not reviewed. We are still awaiting a legal opinion.
- **Long Range Planning** – Chair, Rob Reel
 - An Image evaluation needs to be completed
 - Categories, ADA, signage, HVAC
 - Are we adequate?
 - This needs to be completed every 3 years
 - We will split this up to work on
 - Should be completed by June, 2024 meeting
 - Goal is to be finished by May, 2024
 - Still working through needs and comparing with grants that could help
 - \$200,000 grant we would need to spend \$400,000; can only be applied for ever so often
 - We need the age of our structures, roof, etc. and what would then be needed
 - CAT-6A cable: Shelly is getting bids for this; monies must be spent by May 2024; Five Rivers, Millennium (Greeneville), Fiber Connects (Johnson City)
- **Building and Grounds** - Chair, Rob Reel
 - See above

- **Nominating-Public Relations** - Chair, NP
 - Darlene Smith has not received her approval letter yet.
- **Purchasing** - Chair, Amanda Hale,
 - Purchasing policy was approved

Unfinished Business:

- NONE

Director's Report:

- The Spring Carnival will be held on May 18, 2024 to raise funds for renovations to the Community Room.
- The GFWC has selected the Library as the recipient of their Community Improvement Project, the Celebration of Tables, which will take place on April 25, 2024.
- Goodwill Industries, Good Prospects came here to talk about “ask a social worker” program; people will be here to present information about job program information as well as needs, rides to these classes
 - This program will be starting in April, 2024 at the Library
- They will have a table in the library to provide resources
- This program has been successful in Sevierville at the King Family Library
- They will have computer training classes
- Cherokee mental health might be part of this
- Ron Dowd, Niche Academy Homeless Training. This training was for directors but now the staff might do it.
- Tech grant paperwork is done
- The Library was closed on February 19, 2024 for staff trainings

New Business:

- Phyllis presented a handout to purchase ads for the GFWC Celebration of Tables
 - Ads include memorials and other options
 - All the money will be donated to the library's community room

Old Business: NONE

Imagination Library–

- NONE

Regional Library Report–Selena Harmon

- Office will be closed for Good Friday and April 8 for training in Nashville
- April 2 is state library conference
- April 5: Talk Amongst Your Shelves
- A grant writing program will be April 30 and the next day will be fundraising, Potsbury Library, a tiny TX library who gets lots of grants
- Selena will add us to training listserv if you want
- Please send any Board changes as soon as possible
- Accolades to Director Shelly as she was the first one to wrap up tech grants and there were no issues. YAY!

Friends of the Library

None

Announcements: None

Adjournment:

Meeting was adjourned by Roxanne Bowen at 6:46 p.m.

Minutes taken by Christy Cowan