

## Hamblen County Library Board of Trustees Meeting

### Minutes for June 25, 2024

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:34 p.m.

Attendance: Al A'Hearn, Roxanne Bowen, Christy Cowan, Devin Edwards, Amanda Hale, Selena Harmon (Assistant Director, Holston Valley Regional Library), Rob Reel, Shelly Shropshire, Darlene Smith, Kevin Smith, Terri Tilson

**Secretary's Report:** Christy Cowan made the motion to approve. Rob provided the second.

Minutes were approved

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

- Community room rental fees are down as we are competing with other entities who also rent space
- Hotspots are 45.5% above expenses.
- Please see Profit and Loss statement for more

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

#### **Committee Reports:**

- **Finance – Chair, Amanda Hale, NONE**
  - County commission approved \$360,000 for Library for the next year, contingent on grants that we're applying for
  - City approved budget
- **Personnel –Chair, Kevin Smith**
  - Employee issues with tardies and absences was discussed
    - After discussion, Will be suspended for one week and must be at work on time beginning July 1 through 30 days
- **Policies - Chair, Christy Cowan**
  - Christy made the motion to approve the No Fine policy and was seconded by Terri

- It was approved. This policy will begin on July 1, 2024.
- **Long Range Planning – Chair, Rob Reel**
  - 3 year Image Evaluations were received and sent to Rob; Selena stated the Image Evaluation is a suggestion, a best practice, but not required
  - Long range planning document is next: purchasing needs for the future
  - Still working with plumber on issues, but no amount has been set yet
  - CAT-6A has been pulled and it's now been inspected; submitted invoice to the state for payment
    - TOP grant is due July 15th, this is what paid for the new cabling
    - The quote was met, no additional charges
    - When the county grant is decided upon, Shelly wants to use that for Cisco merakis to boost signal
      - You have to have a 3 year plan to go with wifi
      - Shelly would like to use the same company for the merakis
    - Summer programming is ending and since we have funds available for the community room, let's go ahead and get the floor upgraded
- **Building and Grounds - Chair, Rob Reel**
  - See above
- **Nominating-Public Relations - Chair, Terri Tilson**
  - Nominee to replace Roxanne Bowen
    - 3 possibilities who Terri will reach out to
  - Slate of Officers: Serve 2 one-year terms
    - Chair: Rob Reel
    - Vice-Chair: Christy Cowan
    - Treasurer: Kevin Smith
    - Secretary: Darlene Smith
      - Nominations can come from the floor
      - Roxanne nominated Darlene, and she accepted
      - Terri made motion and Kevin seconded
      - The slate of officers was approved
- **Purchasing - Chair, Amanda Hale**
  - NONE

**Unfinished Business:**

- Roxanne and Rob spoke with Deputy Chief Michelle Jones about safety and security

- Very receptive
- Patrols had stopped at the Farmer's Market and will now come here
- Receptive to having a substation here; they will meet with Shelly about space
  - Wanted to make sure it was a good fit for both staff and their dept
- Deputy Chief Jones said to always call 911 when they feel in danger
- Put an emblem on a space here
- They need secure wifi
- Darlene says that the children's section is down here and she saw a gentleman use the bathroom. He was in that space without a child present.
  - There is a policy that a patron cannot be there without a child for the library
  - There are 2 staff in children's section all the time
  - There are cameras
  - There was a person who was yelling around a patron and a child, which happened last month; she's a trespasser if she comes back
- Active shooter training, Deputy Chief Jones offered self-defense training
- LET'S REVIEW POLICIES ON DISASTERS AND ACTIVE DISRUPTIONS
- Amanda suggested a buzz-in policy for the door, which they have done at the county
  - AI offered to get a quote for something like that
  - We could turn it off for large events
  - Maybe add a swiping feature to the library cards

**Public Comment–General:**

- NONE

**Director's Report:**

- Adult reading program is coming in July
- 2024 TOP grant
- 2025 Tech grant was submitted, thanks Selena; replace outdated laptops
- Visited with Tracy Lewis, Hope and Thrive Academy (used to be Hidden Treasures), 1st Presb, training intellectually disabled adults to get jobs, etc.
- Check out the circulation reports, they are finally getting back to pre-COVID numbers
- Audit contract needs to be approved, all costs are the same from last year, \$6800 with \$1000 for the Imagination Library
  - Rob moved and Terri seconded. Approved

**New Business:** NONE

**Old Business:**

- NONE

**Regional Library Report**–Selena Harmon

- Closed on 4th of July
- Standard survey is due July 19
- Trustee certification is online, July-December, online meetings
- LSTA progress was submitted by Shelly
  - Award letters should be coming, receipts are Oct-April 2025
  - Shelly did a great job last year!
- New trainings are coming in August
- Title VI is coming due
- Send any new members/officers to Sarah
- Long range and strategic planning session will be held 2 days in September

**Imagination Library:** NONE

**Friends of the Library**

- Earned \$700 during May flash sale, 25 cents a book

**Announcements:** None

**Adjournment:** Meeting was adjourned by Roxanne Bowen at 6:32 p.m.

Minutes taken by Christy Cowan