

## **Hamblen County Library Board of Trustees Meeting**

### **Minutes for August 27, 2024**

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

Attendance: Christy Cowan, Sarah Egan (Holston Valley Regional Library), Amanda Hale, Stan Harville, Rob Reel, Shelly Shropshire, & Terri Tilson

**Secretary's Report:** Christy made the motion to approve. Stan provided the second. Minutes were approved

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

- See Profit & Loss Budget vs. Actual for notes

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

#### **Committee Reports:**

- **Finance – Chair, Amanda Hale**
  - Amanda moved to approve the budget out of committee and Terri provided the second; budget was approved
    - The budget includes a COLA of 4% for staff
- **Personnel –Chair, Kevin Smith, NP**
  - Shelly reported that the staff member who was placed on a 30-day probation had done a good job of performing well during that time period.
    - There will be time to review this probation at its conclusion.
- **Policies - Chair, Christy Cowan**
  - NONE
- **Long Range Planning – Chair, Rob Reel**
  - We need to review our 3 year outlook and technology plan
- **Building and Grounds - Chair, Rob Reel**
  - Changes to the plumbing have not occurred yet because there may be more repairs to make

- Staff bathroom isn't working; we need to replace the toilet. Estimate is \$400 for all repairs.
  - We currently have \$33,598.96 in money for the Community Room upgrade.
    - Rob made the motion to select a vendor to paint and redo the floor with these monies. Terri provided the second. Motion was approved.
  - Rob made a motion to purchase a check-in system for the door to the Children's Library for additional security. Terri provided the second. Motion was approved.
    - Estimated cost = \$1792.63
  - Rob made a motion to allow renovations to study space in the library for the Morristown Police Department (MPD) to use. The goal is to provide additional safety for staff and patrons especially in light of disruptions in the past 6 months. Terri provided the second. Motion was approved.
    - Shelly will sign the Memorandum of Understanding (MOU) with the MPD
  - An Eagle Scout has volunteered to build a modular room in the back corner of the library's main floor. This space will compensate for the loss of the rooms to the MPD. Rob made the motion to approve this and Terri seconded. Motion passed.
- **Nominating-Public Relations - Chair, Terri Tilson**
  - Shelly will provide letters for new Trustee members for the Hamblen County Commission meeting during September 2024
- **Purchasing - Chair, Amanda Hale**
  - NONE

**Unfinished Business:**

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**Public Comment-General:**

- NONE

**Director's Report:**

- 2025 Tech grant was awarded
- Hope and Thrive Academy have been utilizing the Library's makerspace once a week

- Trustee Workshop is coming up on September 24, 2024. Christy and Shelly plan to attend.
  - There will be no September Board of Trustees meeting as this coincides with the training.

**New Business:** NONE

**Old Business:**

- NONE

**Regional Library Report**–Sarah Egan

- New email extensions: .tnsos.gov
- New Board of Trustees training is virtual; there will be day and night sessions

**Imagination Library:** NONE

**Friends of the Library**

- NONE

**Announcements:** None

**Adjournment:** Meeting was adjourned by Rob Reel at 6:25 p.m.

Minutes taken by Christy Cowan