Hamblen County Library Board of Trustees

Minutes for May 26, 2026

This meeting of the Hamblen County Library Board of Trustees was called to order in the George S. Hale Community Room by Library Board chair, Christy Cowan, at 5:35 pm.

Attendance: Christy Cowan (Chair), Amanda Baysinger (Amanda B.), Cindy Davis, Betsy Dobbins, Kim Fox, Amanda Hale (Amanda H.), Debi Hyder, Lisa Livesay (Regional Services Representative), Linda Raines.

Secretary's Report:
The minutes from the meeting held on April 28, 2026, were reviewed. A motion to approve the minutes was presented by Linda; Cindy provided the second. The minutes were approved as written.

Treasurer's Report: Debi reviewed the Treasurer's Report, highlighting several items in maintenance and database expenditures, including carpet cleaning (done twice a year). The report was filed for audit.

Public Comment Regarding Request of Agenda Items Only:
- None

Committee Reports:
- Finance- Amanda Hale, Chair
    - The Hamblen County Budget Committee meeting took place on May 16, 2026. The county finance committee meets next on June 1, 2026, with budget decisions by the full commission expected at the end of June. Requests included:
        - 5% pay increase for library staff
        - $135,000 for the replacement of the flat roof
        - $45,000 for sewer line replacement at the back of the library
        - 12% increase in funding for materials with additional funding to popular programs and to compensate for inflation
- Personnel- Chris Capps, Chair
    - Christy and Amanda B. reported for Chris.
        - Bradbury Miller and Associates
            - After a short discussion, the board unanimously disapproved utilizing the services of Bradbury Miller and Associates.
        - New Hire
            - Amanda B. recommended hiring Monica Sullivan, a substitute teacher in Grainger County with library experience) for a part-time position.
                - Linda motioned that, unless a problem arises, Amanda B. proceed with the employment process, offering Monica Sullivan $15/hour as salary. Cindy provided a second and the motion was unopposed.

        - Library Director Search
            - Discussion deferred until Chris is able to attend.
- Policies- Debi Hyder, Chair
    - Debi led a discussion of the following policies:
        - Collaboration Agreement between Morristown-Hamblen Library and requesting organizations
            - Debi motioned to approve the Collaboration Agreement; second by Linda with unanimous approval.
        - Morristown-Hamblen Library Study Room Policy
            - Amanda B. presented a situation involving Wynn Collins, an employee of a Knoxville-based financial business, who has been monopolizing the Study Room by using it as an office to meet with clients.
                - The board recommended including a statement in the policy saying that running a business out of the library is prohibited.
                    - Lisa advised that this situation may be addressed in the Code of Conduct; Amanda B. will research.
                - Christy offered to meet with Ms. Wynn. Amanda B. will notify Ms. Wynn and coordinate that meeting.
            - Amanda B. reported that the Pillar Booth is being misused by a few patrons as there is limited staff visibility and there are no cameras monitoring that area.
                - Amanda B. recommended placing a latch on the Pillar door and enforcing time limits. The board approved.
        - Morristown-Hamblen Library Crisis Communication and Social Media Policy
            - Lisa recommended that Chris review the policy.
- Long-Range Planning- Mike Richardson, Chair
    - Discussions deferred until Mike is able to attend.
- Building and Grounds- Mike Richardson, Chair
    - Discussions deferred until Mike is able to attend.
- Nominating- Public Relations- Kim Fox, Chair
    - Christy and Mike have agreed to be renominated. Al has declined to renew his term.
        - Kim to reach out to Mayor Gary Chesney as Al was a city representative.
        - The board suggested nominating a member of the Friends of the Library for a position on the board.
- Purchasing- Amanda Hale, Chair
    - None

<u>Unfinished Business</u>:

- None

Public Comment- General:

- None

Morristown-Hamblen Library Director:

- Potential New Hire
  - Refer to Personnel Committee report.
- Painting Update
  - CertaPro to paint June 22, 2026.
- Study Rooms Upstairs/Patron Behavior
  - Refer to Personnel Committee report: Morristown-Hamblen Library Study Room Policy.
- Signing Checks Document
  - Effective immediately, the Hamblen County Library Board of Trustees appoints Christy Cowan (Chair) and Debi Hyder (Treasurer) to be authorized representatives of the Morristown-Hamblen Library and gives them signature authority for the Library's account at HomeTrust Bank, 120 Evans Avenue, Morristown, TN 37814. They have granted signature authority to Amanda Baysinger as Interim Director.
- Staff Training
  - CPR/AED/NARCAN training is scheduled for May 28, 2026.
- Summer Reading Program
  - Over 200 children are already signed up for the summer reading program.

New Business:

- None

Regional Library Report:

- Lisa Livesay, Regional Services Representative, distributed the May edition of the Holston River Regional Library newsletter.
  - The Trustee Workshop is planned for September 23, 2026, at the Jefferson City Public Library.
- Tech grants are open for next year.
- Lisa encouraged board members to become certified.

Friends Report:

- The Friends of the Library will have a "Bag Sale" on June 6, 2026.

Imagination Library Report:

- Christy plans to attend the next Imagination Library meeting in July.

Adjournment: Chair Christy Cowan declared this meeting of the Hamblen County Library Board adjourned at 6:50 p.m. The next meeting will be held on June 23, 2026.

Respectfully submitted,
Betsy Dobbins
Secretary