Hamblen County Library Board of Trustees

Minutes for June 23, 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 5:30 pm.

Attendance: Christy Cowan (Chair), Amanda Baysinger (Amanda B.), Chris Capps, Cindy Davis, Betsy Dobbins, Sara Egan (Regional Services Representative), Kim Fox, Cindi Husk, Mike Richardson.

Secretary's Report:
The minutes from the meeting held on May 26, 2026, were reviewed. Kim asked that the minutes be corrected to add Amanda Hale to members who've agreed to renomination. A motion to approve the corrected minutes was presented by Betsy; Cindy provided the second. The minutes were approved as corrected.

Treasurer's Report: Amanda B. reviewed the financial statement. The report was filed for audit.

Public Comment Regarding Request of Agenda Items Only:
- None

Committee Reports:
- Finance- Amanda Hale, Chair
    - Amanda B. reported that she had received a letter from the city notifying her of the approval of $92,000 for building projects and $493,400 for the library budget. She expects to hear from the county soon.
- Personnel- Chris Capps, Chair
    - Library Director Search
        - The Personnel Committee (Chris, Christy, Cindy) met recently to discuss how to move forward with the search for director. They intend to meet with Shelly soon to develop their plan.
- Policies- Debi Hyder, Chair
    - Morristown-Hamblen Library Study Room Policy
        - After last month's meeting, Amanda B added two items to the policy, one addressing unapproved solicitation and the other placing a time limit on study room reservations. The policy will be voted on next month.
        - Amanda B. will forward information on the woman (women?) providing the seminars on wills and trusts to Chris.
- Long-Range Planning- Mike Richardson, Chair
    - Mike provided an update on recent funding and expected expenditures.
- Building and Grounds- Mike Richardson, Chair
    - Plumbing
        - Three quotes have been received for sewer line repair: $10,919 (SMK), $14,061 (Lee), and $18,449 (Quality).

        - Mike asks that any contract have a clause stating that everything be "put back in like manner" after repairs are made.
        - Funding for the upstairs plumbing repair was approved at the May 26, 2026, HCLB meeting (to be taken from Lent funds).
    - Roof
        - Mike estimates the cost of roof replacement at $136,000 (+/-).
        - Roof status: current roof is 30 years old (there is another roof underneath of unknown age). Repairs were made 12 years ago. It is currently watertight.
    - HVAC
        - HVAC is 18-20 years old.
        - Bid received from J & F Mechanical for $58,518 to $62,725, depending on manufacturer.
        - We will need three bids.
- Nominating- Public Relations- Kim Fox, Chair
    - New Board Member
        - Kim, on behalf of the Nominating Committee, and, at the recommendation of Mayor Gary Chesney, nominated Cindi Husk as a Trustee of the Hamblen County Library Board (replacing Al A'Hearn). Chris Capps provided the second and Cindi was elected unanimously.
- Purchasing- Amanda Hale, Chair
    - None

Unfinished Business:

- None

Public Comment- General:

- None

Morristown-Hamblen Library Director:

- New Hire
    - New hire, Monica Sullivan, started work on June 2nd and is working 20 hours (3 days)/week.
- Painting Update
    - CertaPro will start painting upstairs tomorrow.
- Study Rooms Upstairs/Patron Behavior
    - Study room policy updated (see Policies: Morristown-Hamblen Library Study Room Policy above).
    - No latch for the Pillar Booth is available. Quote for a new door was $1,500.
- Policies
    - The Tablet Policy is nearing completion. The policy may be available at the next meeting.
- Tech Grant
    - Tech Grant is due on July 10th. Twenty computers are outdated; Amanda B. is considering replacing them a few at a time to stagger them.
- Staff Training
    - Eight staff members were trained in CPR/AED/NARCAN on May 28, 2026.

- Funding/Grant Updates
    - See Finance Committee report.
- Summer Reading Program
    - Children's program ends this Friday. Adult program will start in July.

New Business:

- None

Regional Library Report:

- Sara Egan, Regional Services Representative, provided an update.
    - Betsy Dobbins received a certificate for completing the Tennessee Trustee Certification Program.
    - Two books relating to Tennessee were sent to each library from Tennessee Secretary of State Tre Hargett.
    - The Trustee Workshop is planned for September 23, 2026, at the Jefferson City Public Library.

Friends Report:

- The Friends of the Library met on June 10th. They have been cleaning in preparation for the move downstairs on July 6th.
- The last "Bag Sale" was a success; the Friends will have another sale in September.

Imagination Library Report:

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

Adjournment: With all business completed**,** Chair Christy Cowan motioned that this meeting of the Hamblen County Library Board be adjourned; second by Chris. The meeting ended at 6:30 p.m. The next meeting will be held on July 28, 2026.

Respectfully submitted,
Betsy Dobbins
Secretary