



Board of Trustees Meeting 21 July 2020 Minutes

In accordance with the Governor's Executive Order No. 51 regarding limiting gathering to prevent the further spread of COVID-19 and allowing public meetings to be conducted by electronic meetings, the 21 July 2020 Blount County Public Library Board of Trustees Meeting was held in-person and electronically via Zoom.

Trustees Attending: Chair Andy Simon, Cathy Hammon, Lauren Emert, Logan Hill, Dawn Reagan, Susan Schneibel, Stephanie Thompson, Susan Williams

Staff Attending: K.C. Williams - BCPL Director, Kathy Harmon, Anjanae Brueland, Ari Baker, Kathleen Christy, Cynthia Spitler, Kathy Thompson, Melinda Rust

Visitors: Angela Quick - Foundation for the Blount County Public Library; Bruce Robertson - Friends of the Blount County Public Library; Liz Schreck - Ocoee River Regional Library

Guests: Don Stallions - Blount County Government; Joe Alissandrello - Central Technologies, Inc.

Call to Order: Chair Andy Simon called the Blount County Public Library Board to order on 21 July 2020 at 5:33 pm.

Roll Call: Recording Secretary Kathy Harmon conducted a roll call. There were 8 members present.

Correction to Minutes: Stephanie Thompson mentioned the name of the person that seconded the motion to approve Cathy Hammon as Vice-Chair in the 2 July Special Called Meeting minutes was Andy Simon.

Approval of Minutes: Cathy Hammon made a motion to approve the 16 June Meeting minutes and 2 July Special Called Meeting minutes with correction. Susan Williams seconded the motion. The motion carried.

Introduction of Guests: Andy Simon introduced Don Stallions, Director of General Services at Blount County Government and Joe Alissandrello, Senior Account Executive at Central Technologies, Inc.

Report of Board of Trustees Chair by Andy Simon:

- Andy gave an update on the meeting he and K.C. had with Greg McClain, Maryville City Manager, to discuss their ideas for the construction of a new restroom and pavilion on the Library property. We asked that the City of Maryville fund the restroom construction entirely and that in turn, the Library would maintain it. Greg passed the ideas on to the City Council with the understanding that it would be discussed at the next council meeting.
- Andy mentioned next steps will include a design plan that will be discussed at a future board meeting.

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Report of Blount County Public Library Director by K.C. Williams:

- The July 2020 Board Meeting Packet, which includes the Library Director's Report, Financial Report, the 2019-20 Library Use Statistics, and the Ocoee Regional Report-Yearly Totals was distributed by email prior to the board meeting.
- K.C. mentioned the Foundation voted to approve the LED Lighting Retrofit Project.
- Daikin will begin the installation of the GPS Bipolar Ionization Units on Wednesday, 22 July 2020.
- K.C. discussed the 2021 budget appropriation and answered questions from the board.
- K.C. reported early voting has begun and will run until Saturday, 1 August 2020.
- Joe Alissandrello and Don Stallions discussed the installation of security cameras, the need to purchase nine additional cameras, and answered questions from the board.

Stephanie Thompson made a motion to ask the Foundation for an additional \$6210.75 for nine additional cameras. Cathy Hammon seconded the motion. The motion carried.

Report of Foundation Board, Angela Quick

- The Foundation for the BCPL Report to the Blount County Board of Trustees July 21, 2020, was distributed by email prior to the board meeting.
- Angela Quick had audio problems so K.C. read the report to the board.
 - K.C. gave an update on the installation of the Avigilon security camera system.
 - The Foundation board voted to fund the LED Lighting Retrofit Project.
 - The Foundation board will continue to meet at 8:00 am on the first Friday of every month via Zoom. The board will not meet in August.
- Angela will schedule a Special Called Meeting to take the request for additional camera funds to the Foundation board.

Report of Friends of the Library, Bruce Robertson

- Bruce Robertson gave an update on the Friends.
 - eBay sales are averaging \$5,000.00 per month.
 - The first *Friends Community Market at Blount County Public Library* was held Saturday, 11 July 2020. The market will be held on Wednesdays 4-6 pm and Saturdays 8:30-11 am.
 - Pop-up book sales are available at the market.
 - Appointment-only book sales in the library basement for members only have begun. Plans to include the general public are in the works.
 - There will be no quarterly book sales for the remainder of 2020.
 - The Friends will open a bookstore in their new office space on the main floor near the elevator.
 - The Friends are processing a large number of book donations.

Report of Ocoee River Regional Library, Liz Schreck

- The Ocoee River Regional Library July 2020 Report and READS FY 2019-20 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck discussed the July ORRL Report.
 - Liz reported ORRL is offering support to regional libraries.
 - Virtual training and staff development is available for library staff members.
 - Liz mentioned deadlines for the Title VI Survey, the 2021 LSTA Tech Grant, and 2019-20 Fiscal Year Quarterly Reports.
 - Liz shared the *State of Tennessee Executive Order by the Governor No. 51*, extending public meetings by electronic means, with the board.
 - The Maintenance of Effort forms will be distributed soon.
 - Liz discussed the FY2019-20 READS statistics.

Andy Simon introduced new trustee Commissioner Dawn Reagan.

Old Business

- K.C. mentioned there is nothing new to report on the Strategic Directions 2017-2019 Status Report and the Strategic Directions 2020-2022.

New Business

- K.C. discussed the Draft Social Media Policy and answered questions from the board.
- K.C. will share the draft with the board and has requested the board make comments and post questions.
- K.C. will prepare a final draft for the board to vote on.
- K.C. requested board input on the COVID-19 Guidelines for Exposed Asymptomatic Employees shared via email before the meeting.

Funding Requests:

- K.C. presented the following Friends request:
 - Annual Expenditure Request for Board Approval (Total Allocation \$75,000)
 - Education Services Programs - \$7,640.00
 - Promotions and Public Relations - \$12,250.00
 - Technology Upgrades - \$27,854.00
 - Library Green Spaces - \$11,787.00
 - **Total Requests - \$59,622.00**

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Cathy Hammon made a motion to approve the submitted funding requests for the Friends. Stephanie Thompson seconded the motion. The motion carried.

- K.C. presented the following Foundation funding requests:
 - Nine Additional Cameras - \$6210.75

The request for Nine Additional Cameras was voted on and approved during the Director's Report.

- Dorothy Herron Meeting Room Zoom Upgrade - \$19,973.00

Cathy Hammon made a motion to approve the submitted funding request for the Foundation. Logan Hill seconded the motion. The motion carried.

Andy Simon thanked the library staff for their hard work, dedication, and flexibility and mentioned the library is a great facility and has a great staff.

Important Dates

Other Library Meetings

Blount County Commission Meeting – 20 August 2020, 7:00 pm – BC Courthouse/Zoom
Blount County Friends of the Library – 28 July 2020, 4:00 pm – KP Boardroom
Foundation for the Blount County Library - 4 September 2020, 8:00 am - via Zoom
Maryville City Council - 4 August 2020, 7:00 pm - Maryville Municipal Building
Alcoa Board of Commissioners - 11 August 2020, 7:00 pm - Alcoa Municipal Building

Motion to Adjourn:

Logan Hill made a motion to adjourn the meeting. Hearing no objections, the meeting was adjourned.

Next Library Board Meeting – 18 August 2020, 5:30 pm - Sharon Lawson Room and via Zoom

Respectfully submitted,
Kathy Harmon