



## Board of Trustees Meeting 17 January 2023 Minutes

**Trustees Attending:** Andy Simon, Stephanie Thompson, Dawn Reagan, Lauren Emert, Susan Williams, Tim Moore

**Staff Attending:** Manny Leite - BCPL Director, Anjanae Brueland, Anna Gombert, Cynthia Spitler, Kathleen Christy, Kathy Thompson

**Visitors:** Chad Hampton - Foundation of the Blount County Public Library, Dee Barham - Friends of the Blount County Public Library, Mariah Franklin - The Daily Times

**Call to Order:** Chair Andy Simon called the Blount County Public Library Board to order on 17 January 2023 at 5:33 pm.

**Approval of Minutes:** Susan Williams made a motion to approve the 15 November 2022 Meeting minutes. Tim Moore seconded the motion. The motion carried.

### **Report of Board of Trustees Chair by Andy Simon:**

- Suzette Donovan has stepped down from the board. Andy and Manny will meet with the City of Maryville for a new board member to fulfill her term.
- Andy thanked the staff and volunteers who came to the library on Christmas Eve to help when a sprinkler head in the Eileen Kelly Room broke. ServPro was called and had everything cleaned up for the library to reopen on 27 December as scheduled.
- Andy thanked board members for turning in evaluations of the Director and congratulated library staff on the Christmas parade.
- Andy introduced the new president of the Foundation Board, Chad Hampton.

### **Report of Blount County Public Library Director by Manny Leite:**

- The January 2023 Board Meeting Packet, which includes the Library Director's Report and the Financial Report was distributed by email prior to the board meeting.
- Manny highlighted programs from Youth Services and Adult Services over the holidays, such as Noon Year's Eve and the Jaycee's Christmas parade, and reported on his and Anjanae's meeting with the county's Assistant Finance Director.
- Manny is going to begin speaking engagements in February with local groups and municipalities to gauge what services the public want in the library.
- The roof is still on track to be completed by April.
- The book return project, which includes a redesigned book drop and automated book return, is being revisited, to be presented at next month's meeting.

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- Manny met with the Louisville Mayor and Townsend Mayor to discuss the possibility of a locker system where library items could be delivered, providing more access to the far parts of the county.

### **Report of Foundation Board, Chad Hampton**

- Chad Hampton reported that the board has not met yet this year. Thanks to Angela Quick for her service to the Foundation Board. Would like the board to expand and be more of a fundraising board.

### **Report of Ocoee River Regional Library, Liz Schreck**

- The Ocoee River Regional Library January 2023 Report, and the READS FY 2022-23 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck was unable to attend.

### **Report of Friends of the Library, Dee Barham**

- Dee Barham gave a report on the Friends.
  - The December quarterly sale had the best Saturday numbers so far.
  - \$12,000 made at the 3-day Dec. sale, and about \$11,000 made on eBay in December, which included some closing of the store due to the flood.
  - The Friends currently have over 110 active volunteers.
  - The Vice President of the Friends Board and Communication Director resigned. This, as well as another vacant board position, will be filled at the January Friends board meeting
  - The Friends are working with Slamdot on a new website, and got an AED machine for the basement.
  - The Friends will have a membership drive on Saturday, 21 January as well as a pop up sale during the Seed Swap.

### **Old Business**

- The proposed Disaster Plan was presented in the board packet.

Stephanie Thompson made a motion to accept the Disaster Plan as proposed. Tim Moore seconded the motion. The motion carried.

- Andy asked the board to have a meeting to review the 2018 Project Plan step by step with staff members. The Foundation would like a plan to be able to run a capital campaign. Anna will work on scheduling a meeting time.

### **New Business**

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- The proposed Borrowing Privileges Policy was discussed, including the consideration of removing the need for both a photo ID and a proof of residence dated within 30 days. The board asked that the word “additional” be removed from the second paragraph under the section heading “Obtaining a Library Card.” No action was taken.
- The proposed Circulation of Library Materials Policy was discussed, including the reinstating of overdue fines. The board asked that “Long DVD” be defined in the policy. No action was taken.
- Andy discussed Manny’s upcoming annual evaluation. No action was taken.
- The Small Purchase Maintenance of Understanding between BCPL, the Foundation, and the Friends was presented.

Stephanie Thompson made a motion to accept the Foundation Small Purchase Maintenance of Understanding as proposed. Dawn Reagan seconded the motion. The motion carried.

### **Funding Requests:**

- Manny presented the following Friends Funding Requests:
  - Slatwall Accessories - \$1,000.00

Dawn Reagan made a motion to approve the Friends Funding Request for Slatwall Accessories. Tim Moore seconded the motion. The motion carried.

- Manny presented the following Foundation funding requests:
  - There were no Foundation Funding Requests for January 2023.

### **Important Dates**

#### **Other Library Meetings**

Blount County Commission Meeting – 19 January 2023, 7:00 pm – BC Courthouse  
Blount County Friends of the Library – 24 January 2023, 4:00 pm – BCPL  
Foundation for the Blount County Public Library – 10 February 2023, 8:30 am – BCPL  
Maryville City Council - 7 February 2023, 7:00 pm – Maryville Municipal Bldg  
Alcoa Board of Commissioners - 14 February 2023, 7:00 pm – Alcoa Municipal Bldg

### **Motion to Adjourn:**

Stephanie Thompson made a motion to adjourn the meeting. Dawn Regan seconded the motion. The motion carried.

The next Library Board Meeting will be held on 21 February 2023, at 5:30 pm, in the Dorothy Herron Room.

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Respectfully submitted,

Anna Gombert