



## Board of Trustees Meeting 21 March 2023 Minutes

**Trustees Attending:** Andy Simon, Stephanie Thompson, Logan Hill, Lauren Emert, Susan Williams, Shawn Graham

**Staff Attending:** Manny Leite - BCPL Director, Anjanae Brueland, Anna Gombert, Summer Dale, Cynthia Spitler, AJ Rowe, Kathy Thompson, Amy Gattis, Savannah McCarter, Kathy Flaherty, Martha Lee Beasley, Judith Belew

**Visitors:** Chad Hampton - Foundation of the Blount County Public Library, Dee Barham- Friends of the Blount County Public Library, Liz Schrek - Ocoee River Regional Library, Mathaus Schwarzen - The Daily Times

**Call to Order:** Chair Andy Simon called the Blount County Public Library Board to order on 21 March 2023 at 5:32 pm.

**Approval of Minutes:** Stephanie Thompson made a motion to approve the 21 February 2023 Meeting minutes. Lauren Emert seconded the motion. The motion carried.

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

- Chad Hampton gave a report on the Foundation.
  - A copy of the Foundation's Development plan was distributed.
  - Chad answered questions from the board about fundraising,
  - Chad reported that the Foundation board is in transition to have a bigger focus on fundraising, including increasing the size of the board, starting a program of donor cultivation, and working on planned giving and capital campaigns.

### **Public Comment**

- The board heard comments from twelve members of the public.

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

- Anna Gombert is leaving BCPL this month. Summer Dale will be the new Executive Assistant and Board Secretary.
- The board met on 20 March 2023 to go over the 2018 October Project Program. The outcome of the meeting was that the plan created in 2018 is not viable for going forward. The board will make committees to revisit and address certain sections of the plans. Looking for ideas of what the public wants the library to be.

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- Andy attended a board chair meeting in the past week to discuss issues facing libraries and how they can help each other.

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

- The March 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 shared Youth Services staffing changes, programming updates, and volunteer spotlight on Marj Behan, and department stats.
- Manny spoke at MLK center and will be attending the Annual Tennessee Library Association conference and Library Legislative day in April.
- The roof is almost complete, but still needs metal capping to be finished.
- Manny shared that a grant was submitted for remote materials lockers and gave an update on the budget.

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

- Dee Barham gave a report on the Friends.
  - The regular quarterly sale on 2-4 March 2023 earned just shy of \$15,000.
  - The Friends held a one-day half off sale on 11 March 2023 and sold \$4,000 worth of books.
  - The new website is up and running.
  - The Friends have 15 new volunteers, making 125 volunteers total.
  - The Membership Committee is starting select seating at the first Songs of Spring concert, where a certain number of chairs will be reserved for Friends members.
  - The Friends are looking into possible corporate sponsorships.
  - The Friends started in 1974, and are planning a 50th anniversary celebration for next year.
  - The next sale is 1-3 June 2023.

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

- The Ocoee River Regional Library March 2023 Report, and the READS FY 2022-23 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck shared updates from the Regional Library.
  - Liz shared upcoming training opportunities and encouraged trustees to complete the Trustee Certification Program
  - The Public Library Management Institute program has new graduates in the region

### **Old Business**

- The 2018 Project Plan Workshop Report was discussed in the Chair's report.
- The proposed Confidentiality of Library Records Policy was presented.

Lauren Emert made a motion to accept the proposed Confidentiality of Library Records Policy. Logan Hill seconded the motion. The motion carries.

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- The proposed Interlibrary Loan Policy was presented. The board asked that the first paragraph be edited for clarification. The discussion was tabled.
- Andy asked the board to recommend to the City of Maryville that the pedestrian bridge behind the library be named in honor of Joy Bishop, principal fundraiser for this building; and if not accepted by the City of Maryville, for the board to consider honoring Joy Bishop in the library's future plans.

Logan Hill made a motion to formally recommend that the pedestrian bridge behind the library be named in honor of Joy Bishop to the City of Maryville. Stephanie Thompson seconded the motion. The motion carried.

**New Business**

- Manny presented the FY24 budget slides to the board, highlighting FY23 accomplishments and FY24 Goals.
  - Manny shared his proposal to reallocate four hours of operation from Monday-Thursday nights from 8-9pm to Sundays from 1-5pm.
  - The last time the library was open Sundays, there were 45 staff members. Currently there are 35 staff members.
  - The FY24 budget requests four additional positions: Full-Time Cash Handler Coordinator, Full-Time Patron Services Specialist, and two Part-Time Patron Account Associates. ○ Manny answered questions from the board.
- Manny asked the board to vote on the reallocation of Library Hours. Mondays-Thursdays, BCPL would close at 8pm instead of 9 pm, and open 1pm-5pm on Sundays.

Lauren Emert made a motion to accept the proposed reallocation of four hours of library operation from Monday-Thursday nights from 8pm-9pm to Sundays from 1pm-5pm as long as funding is approved by the County. Shawn Graham seconded the motion. The motion carried.

- The proposed Library Organizational Chart was presented.

Stephanie Thompson made a motion to accept the proposed Library Organizational Chart. Logan Hill seconded the motion. The motion carried.

- The proposed Public Meeting Room Policy was presented. No action was

taken. **Funding Requests:**

- Manny presented the following Friends Funding Requests:
  - Santa Visit - \$175.00

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Lauren Emert made a motion to accept the Friends Funding Request. Stephanie Thompson seconded the motion. The motion carried.

- Manny presented the following Foundation Funding Requests:
  - There were no Foundation Funding requests for March 2023.
  
- Logan Hill and Tim Moore were asked to serve on the Nominating Committee for board officers.
  
- Andy spoke with Greg McClain about the trustee position that is open. There is no conflict of interest with the nominee serving as a board member, but he would have to recuse himself from votes on bid processes. The book drop bidding process has to go through the county's finance department.

**Important Dates**

Other Library Meetings

Blount County Commission Meeting – 20 April 2023, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 28 March 2023, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 24 March 2023, 8:30 am – BCPL

Maryville City Council - 4 April 2023, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 11 April 2023, 7:00 pm – Alcoa Municipal Bldg

**Motion to Adjourn:**

Lauren Emert made a motion to adjourn the meeting. Stephanie Thompson seconded the motion. The motion carried.

The next Library Board Meeting will be held on 18 April 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Anna Gombert