



Board of Trustees Meeting 18 April 2023 Minutes

Trustees Attending: Andy Simon, Stephanie Thompson, Dawn Reagan, Susan Williams, Greg Brakebill, Tim Moore, Lauren Emert, Logan Hill

Staff Attending: Manny Leite - BCPL Director, Anjanae Brueland, Summer Dale, Judith Belew, Kathleen Christy, Kathy Flahtery, Kathy Thompson, Cynthia Spitler, Anna Uptain

Visitors: Bruce Robertson - Friends of the Blount County Public Library, Liz Schrek - Ocoee River Regional Library, Mariah Franklin - The Daily Times

Call to Order: Andy Simon called the Blount County Public Library Board to order on 18 April 2023 at 5:30 pm.

Approval of Minutes: Tim Moore made a motion to approve the 21 March 2023 Meeting minutes. Stephanie Thompson seconded the motion. The motion carried.

Public Comment

- The board heard comments from twelve members of the public.
- Board Chair Andy Simon allowed the public to leave at the completion of Public Comment. There was a 5 minute recess.

Report of Board of Trustees Chair by Andy Simon:

- Andy Simon welcomed newly appointed trustee, Greg Brakebill, representing the city of Maryville.
 - He will be replacing Suzette Donovan.

Report of Blount County Public Library Director by Manny Leite:

- The April 2023 Board Meeting Packet, which includes the Library Director's Report and the Financial Report was distributed by email prior to the board meeting.
- Library Director Manny Leite shared Youth Services' staffing changes including welcoming new hire, Polly Taylor. He thanked General Services for diligently taking care of the Kelly Room and announced that the Library will have a grand opening next month. Also, Mini Con will be returning July 29th.
- Adult Services' Focus on Seniors program will now be held in the Main Gallery due to the overwhelming response last month and the large volume of attendees. He discussed other upcoming programming opportunities.

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- Within Manny's report the Collections department highlighted some historical yearbooks. Andy Simon announced that the Genealogy department is always looking for more yearbooks for their collection.
- Cafe sales increased 21% in March. Manny highlighted the drink specials.
- Patron Services had some staffing changes.
- Manny gave special recognition to Brennan Lequire from Reference with regards to BCPL's Seed Library.
- BCPL had an effective Severe Weather Drill in coordination with County Risk Management.
- Manny announced that BCPL will have an Active Shooter workshop on May 15th from 9a-12p.
- Manny attended Library Legislative day in Nashville, TN last week. As well as attended the Annual Tennessee Library Association conference in Memphis, TN.
 - He recognized Kathy Flaherty from Youth Services and her wonderful presentation on the Pollinator garden and butterflies.
 - Next year this conference will be held in Franklin, TN.
- Manny highlighted Joy Bishop, a fundamental member and remarkable patron of BCPL. Upcoming fundraisers will allow for the addition of a marble abstract art piece in Joy Bishop's honor that will be on display at BCPL.
- Manny spoke on current and upcoming projects.
 - The Roof project is nearly completed.
 - Manny thanked the Foundation for their funding approval of the Bibliotheca equipment.
 - The Arconic Grant has been submitted for the Remote Locker System.
- The budget is currently right on track and looking good.
- Manny gave the Budget presentation last month but there are no updates at this time.

Report of Foundation Board, Chad Hampton- Not Present

- Chad Hampton emailed a report on the Foundation prior to this meeting but was unable to attend.

Report of Friends of the Library, Dee Barham

- Dee Barham was unable to attend. Bruce Robertson gave a report on the Friends.
 - The Friends receive 3,400 book donations a week.
- Ebay Online sales reached a gross of \$13,000.
 - The Friends expect sales to go down in spring.
 - The Friends found a way to pay for their listing to be at the top of each Ebay page and this has added a lot of income.
- The Friends are hoping to expand their workspace.
- The next quarterly book sale will be 1-3 June 2023.
- The Friends are putting together FOL Board nominations for the next fiscal year.
 - There was discussion regarding the budget and Internal and library projects.
 - Membership committee is very active.

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- Looking at recognizing lifetime members, corporate sponsors and supporting special events.
 - Marcy Delozier is stepping down from Bookkeeping and thus training her replacement.
- It was stated that the Friends have a very active outreach program in our community.

Report of Ocoee River Regional Library, Liz Schreck

- The Ocoee River Regional Library April 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.
 - Training opportunities include:
 - The 2nd virtual partnership fair is coming up.
 - Ie. Tdot, yellow dot program and TN state parks programs.
 - TEL Administrator is coming to talk about how to best utilize databases and advertise to patrons.
 - The Accidental Archivist program will take place 19 May 2023, at the King Family Library in Sevierville.
 - TSLA Archivists and Preservationists are coming to talk about how to preserve materials.
 - Reminders of Upcoming deadlines were given.
 - Quarterly reports are due on the 21st.
 - Required continuing education hours are due June 2023 for all staff.
 - Encourages staff to utilize training opportunities as well as Webjunction and Niche Academy.
 - Liz points out while looking at finances, make sure to meet the maintenance of effort requirements.
 - Liz attended the TLA conference in Memphis.
 - National Library Week is 23 April 2023 - 29 April 2023.
 - Liz reminded everyone that Overdrive will no longer be available; Libby has replaced Overdrive.
 - Reads statistics: Blount County had 21,207 circulations for the month of March while the Entire Regional total was 63,696 circulations.

Report of Nominating committee (FY23-24)

- Committee members consist of trustees, Logan Hill and Tim Moore.
- The Nominating committee put forth the FY 2023-2024 Library Board of Trustees slate.

Stephanie Thompson was nominated for Library Board Chairperson.

No nominations were made from the floor. Nominations close with Stephanie Thompson as the FY23-24 Library Board Chairperson nominee.

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Lauren Emert was nominated for Library Board Vice Chairperson.

No nominations were made from the floor. Nominations close with Lauren Emert as the FY23-24 Library Board Vice Chairperson nominee.

Summer Dale was nominated for Library Board Secretary.

No nominations were made from the floor. Nominations close with Summer Dale as the FY 23-24 Library Board Secretary nominee.

Dawn Reagan voted to accept the nominations of Stephanie Thompson as Library Board Chairperson, Lauren Emert as Library Board Vice Chairperson and Summer Dale as Library Board Secretary. All were in favor. The nominations carried.

Old Business

- The proposed Interlibrary Loan Policy was presented.

Stephanie Thompson made a motion to accept the Interlibrary Loan Policy. Tim Moore seconded the motion. The motion carried.

- The proposed Public Meeting Room Policy was presented. The board asked that the policy be edited for clarification regarding Admission fees and sales.
 - Discussed the omission of a Fees list within the policy so that BCPL has the ability to be procedurally responsive without having to update the policy with each change.
 - The Board discussed wording within the policy to allow BCPL's affiliated organizations to sell during BCPL events.
 - Rewording was proposed regarding the need for the Director to bring any exceptions to this policy to the Library Board for approval before implementation. Omission of this section entirely was also suggested.
 - The discussion was tabled.

New Business

- Request for Reconsideration of Materials Appeals
 - The Board thought the Director's Decision letters were very well written. Acknowledgement was given to those that read these books, researched and wrote reports.
- The book *Gender Queer* was discussed.

Logan Hill made a motion for *Gender Queer* to remain in the Adult Section of BCPL. Dawn Reagan seconded the motion. Tim Moore opposed. The motion carried.

- The book *What Girls Are Made Of* was discussed.

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Lauren Emert made a motion to move *What Girls Are Made Of* from the Young Adults section to the Adult section of BCPL. Tim Moore seconded the motion. Logan Hill opposed. The motion carried.

The Board Chair allowed for a 2 minute Recess.

- The proposed External Social Media Policy was presented. No action was taken.
- The proposed Internal Social Media Policy was presented. No action was taken.
- The proposed Social Media Crisis Plan was presented. No action was taken.
- The proposed Employee handbook revision was presented. No action was taken.

- Office Rental Discussion
 - There was discussion regarding A Place To Stay and Be Aware Blount who pay rent to occupy offices within BCPL.
 - The Board determined partnerships should be approved by the Board in order to take pressure off the staff.
 - It was discussed that an interested organization's mission and activities must align with the BCPL mission and create a value added service or collection to be considered; that a sustainability timeline be created which will become part of the MOU and that the Board approves all MOUs the BCPL enters into.
 - There was discussion that BCPL needs to define the selection process for applications and a predetermined time frame.
 - Board members Susan Williams and Lauren Emert volunteered to assist Manny on policy creation.
 - The discussion was tabled.

- Project Plan Committees to meet in 2 months to discuss findings.

- Manny asked the board to vote on a morning closure for an Active Shooter Drill Workshop, BCPL would close May 15th from 9am-12pm.

Stephanie Thompson made a motion to accept the proposed morning closure of BCPL on May 15th from 9am-12pm for an Active Shooter Drill Workshop. Tim Moore seconded the motion. The motion carried.

Funding Requests:

- Manny presented the following Foundation Funding Request:
 - Book drop architectural stamped drawings \$5,400

Lauren Emert made a motion to accept the Foundation Funding Request. Dawn Reagan seconded the motion. The motion carried.

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- Manny presented the following Friends Funding Requests:
 - o There were no Friends Funding requests for April 2023.

Important Dates

Other Library Meetings

Blount County Commission Meeting – 18 May 2023, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 23 May 2023, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 19 May 2023, 8:00 am – BCPL

Maryville City Council - 2 May 2023, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 9 May 2023, 7:00 pm – Alcoa Municipal Bldg

Motion to Adjourn:

Dawn Reagen made a motion to adjourn the meeting. Tim Moore seconded the motion. The motion carried.

The next Library Board Meeting will be held on 16 May 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale