



**Board of Trustees Meeting
20 June 2023 Minutes**

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

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

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

Call to Order: Stephanie Thompson called the Blount County Public Library Board to order on 20 June 2023 at 5:30 pm.

Approval of Minutes: Dawn Reagan made a motion to approve the 16 May 2023 Meeting minutes with Corrections. Logan Hill seconded the motion. The motion carried.

Public Comment

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

Report of Board of Trustees Chair by Andy Simon:

- Andy Simon was unable to attend. Stephanie Thompson gave a report in his place.
- Greg Brakebill gave a report on the meeting regarding the Book Return Project.
 - The reconfiguration for the Bibliotheca book sorter was discussed.
 - They met with Architect, Eric Bowen, who will be rendering drawings and then the project will go out to bid.
 - The hope is that the machine will be here in the fall of this year.
 - As of right now, the cost is unknown until the project is put out for bid.
- Stephanie Thompson reminded everyone that the new BCPL hours of operation will begin July 17th.
 - Monday-Thursday (8am-8pm), Friday (8am-5pm), Saturday (8am-4:30pm) and Sunday (1pm-5pm).

Report of Blount County Public Library Director by Manny Leite:

- The June 2023 Board Meeting Packet, which includes the Library Director's Report and the Financial Report was distributed by email prior to the board meeting.
- Acknowledgement and appreciation of Mayor Mitchell and his Administrative team with HR and Financial Services was given.

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- o Commissioners voted in favor of the upcoming FY24 budget as well as the Compensation (MAG) study.
 - o Salary increases will begin in July.
- Youth Services' *Touch-a-Truck* event brought in a large crowd, between 900-1100 people.
 - o Manny thanked everyone involved, especially the city of Maryville with their public safety vehicles.
- Adult Services' May 18th Grace Notes flute ensemble event went very well.
 - o There are some ongoing Reference activities and services such as coloring, card making, puzzles and cake pan rentals.
- In the Collections update portion of the Director's Report, Kathy Thompson does a tremendous job reporting on the weeding process.
 - o Manny encouraged everyone to read her summary if they get the chance.
- Cafe sales have seen an uptick recently. With school out for the summer, the Bookmark Cafe has been a high trafficked area.
 - o Chelsea Mathenia and the entire crew are doing a tremendous job.
- Patron Services' "All Together Now" theme is in collaboration with Jenna Bush Hagar as well as the other BCPL departments and is the focus of the summer reading programs this year.
 - o Manny expressed that he admires people that are creative and appreciates all the work that went into the Main Gallery Display.
 - o Next month Patrons Services will probably have record breaking New Cards statistics for the month of June.
- The Public Relations department did a Patron Point email experiment regarding summer reading.
 - o Patrons had to specifically subscribe to these emails in order to be on the list.
 - o Currently these emails have a 77.8% read rate which means that patrons are reading our emails and Patron Point is working in our favor.
- The Roof Project is completed. Manny thanked all who were involved, especially the Commissioners, General Services and the Mayor's office.
- Senator Lamar Alexander has donated some maps of Tennessee to be temporarily displayed in the Library.
 - o Adult Services is working on creating cards that detail the information on each map.
- Manny and Andy Simon went to Senator Lamar Alexander's home to look at his extensive collection and discuss an additional display for the Library.
 - o They are working with archivists at Vanderbilt University to put together a Sam Houston and Lamar Alexander display with memorabilia and artifacts including a unique walking stick with the lone star, owned by Sam Houston.
- Manny met with Bibliotheca about the Remote Locker System that will be outside the Town of Louisville Town Hall building.
 - o Louisville Town Hall has limited hours of operation, for convenience, Mayor Pugh recommended placing the Remote Locker outdoors.
 - o Right next door to this location is Louisville's Public Safety building which would most likely instill further security.
 - The plan is to have this in place in September.
 - Blount County Public Library will be the first in TN to have a remote locker system.
- The FY23 Budget is just about closed for this fiscal year.

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- o Once the Audit is performed the official ending balance will be available in October.

Logan Hill brought up a discussion topic regarding how the Commissioners rejected Manny's request for 4 additional staff members.

- The request was for 2 part time and 2 full time who would mainly work in Patron Services.
- One of the full time positions would have handled cash but also work some hours in Patron Services.
- Manny explained that it can get very tight at times with the number of staff we currently have.
- This was presented to the Finance team but at this time no additional positions in any county departments have been approved.
- Manny was told this will also apply to next year's budget.
- Manny expressed that hopefully the new Book Return System will help alleviate the time constraint of checking in materials and save some man power hours.

Report of Foundation Board, Chad Hampton:

- Chad Hampton emailed a report on the Foundation prior to this meeting.
- The Foundation did not have a meeting for the month of June due to the summer vacation season. Their next meeting will be 21 July 2023.
- The Board met with their Proper Investment Adviser to review their investment policy as well as their investment funds performance.
- The current focus is on the Foundation's established development plan.
 - o They are working on a summer donation letter and are trying to finalize a *Plan Giving Page* for the website.
- Lauren Emert followed-up with regards to the Joy Bishop memorial bust that is being created.
 - o Chad did speak with some attorneys regarding the concerns and said the project is now on hold.
 - o Chad wants to address any concerns and resolve any issues before moving forward.

Report of Friends of the Library, Dee Barham:

- Dee Barham gave a report on the Friends.
- The Annual Friends Membership meeting was held in early June which included the presidential election and Dee was elected to another term as President.
 - o Their profitable lunch included a *Year in Review*, which detailed what was brought in from the "Book Factory" and what the Friends were able to help the Library with.
- The Friends will have a kickoff corporate sponsorship event on 2 August 2023.
 - o A blast email will be sent to the Chamber of Commerce email list, looking for corporate sponsors.
 - o Sponsorship will have different levels with different benefits associated with each level.
- In the beginning of June, coinciding with "Touch a Truck", the Friends had a very successful quarterly Book Sale which earned over \$15,000 and sold over 10,000 books.

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- New lights have been installed in the basement. Dee thanked those involved in the installation process.
- There have been 20 new volunteers over the last 2 months.
- Ebay has had record sales every month this year except February.
 - Last year the FOL had \$50,000 sales by June 15th. This year that same amount was met by May 10th.

Logan Hill asked questions for clarification regarding the corporate sponsorship piece.

- Dee explained there will be tiered levels for financial donors ranging from \$750-\$3000. Perks will be offered for each tier, such as private Book Sales for the business and its employees as well as a number of other incentives.
- Dee said they are hoping to reach large companies such as Arconic and Denso to help fund the Library projects.

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.
 - Wrapping up training and inservice offerings for 30 June deadline
 - Member libraries are required to maintain a certain number of training hours.
 - Libraries will be turning their statistics in once we wrap up this quarter.
- There is a planned Annual Trustee Workshop 28 September 2023.
 - This will be a 1 day workshop with different speakers, networking opportunities with other trustees...etc.
- Reminders for upcoming deadlines:
 - Title 6 Survey is due 15 June 2023.
 - Self Reporting Survey is due 1 August 2023.
 - Tennessee State Standards Survey is due 14 July 2023.
 - 4th Quarter Reports are due 14 July 2023.
 - Tech Grant applications are due 7 July 2023.
 - The application should be sent to the Regional Assistant Director for additional review and then they will be sent on to TSLA.
- The Trustee Certification Program is being pushed to have 100% Trustee participation by 30 June 2023.
 - Completing this certification will benefit the Library by increasing their chances of receiving Tech Grants.
 - Once you take this Certification program, you are certified for 6 years.
 - This program is offered through Niche academy online.
 - Tim Moore received his Certification of Completion.
- BCPL has the highest READS circulation rate in the Region, at 22,412.

Committee Updates Regarding Long Range Plan

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- Dawn Reagan, Friends of the Library Committee:
 - Dawn was excited about the Friends lights installation.
 - A corner of the Basement has been cleared out for a Shelter location should it be needed.
 - The Sub Team met to rewrite their plan.
- Logan Hill, Youth Services Committee:
 - No updates at this time.
- Lauren Emert, Cafe, Catering and Meeting Rooms Committee:
 - Lauren had some good conversations with John Clark and will be speaking with Chelsea Mathenia soon.
- Tim Moore, Technology, References, and Computer Area Committee:
 - Tim met with several of the Reference staff to discuss an overview of improvements and he has begun researching tech costs for upgrading computers.
 - He will meet with IT Supervisor/Director, Judith Belew and Manny, to discuss the IT perspective on the long range plan.
 - Tim will generate a working Document for Library Management to review as part of the 3-5 year strategy.
- Stephanie Thompson, Study Space, Genealogy, Appalachian Studies Center and Offices Committee:
 - Stephanie's report was distributed prior to the meeting.
 - Short term recommendations were given such as moving the periodicals closer to the Main Gallery, adding additional Display Cases, Install sound muting in the collaborative study areas...etc.
 - Long term recommendations were given such as relocating Appalachian Studies, Local History and the Genealogy Center to the basement.
 - Stephanie asked for a timeline of when all the committees might meet to discuss the long range plan.
 - It was decided that Summer Dale would send out a survey to determine an agreed upon date in September to schedule this Work Session.
- Shawn Graham, Additional Needs and Long Range Planning Committee:
 - No updates at this time.
- Andy Simon and Susan Williams, Floor Plans and Access to Lower Level Committee:
 - No updates at this time.
- Andy Simon, Sports Hall of Fame Committee:
 - No updates at this time.

Old Business

- Proposed Public Meeting Room Policy
 - Prior to this meeting an additional statement regarding exterior signs on Library property was passed out.

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Dawn Reagan made a motion to accept the proposed Public Meeting Room Policy with the addition. Tim Moore seconded the motion. The motion carried.

- Proposed Display and Digital Signage Policy

Dawn Reagan made a motion to accept the proposed Display and Digital Signage Policy. Greg Brakebill seconded the motion. The motion carried.

- Office Occupancy Discussion

- During Manny's travels over Memorial Day, he had conversations with other Library Directors regarding having A Place To Stay and Be Aware Blount rent space at BCPL.
 - The consensus was that these are wonderful services and the directors wished their Libraries offered them as well.
- Dawn Reagan agreed that these organizations are a great resource for our community to have at the Library.
- Logan Hill sees the organizations as advantageous and making sense. They facilitate less work for staff members who are not experts in these fields. Having these organizations present allows staff members the ability to direct patrons to the help they need and then quickly get back to doing their job.
- Tim Moore stated that the main thing to consider is the value or efficacy of the groups. He suggests making a policy that is equally applied to both groups so that no one gets preferential treatment.
 - Tim emphasized proper language usage, consistency, and that the document/MOU be concise, wanting the Library to remain above reproach legally.

Dawn Reagan made a motion to proceed with the Committee drafting of the Memorandum of Understanding and the policy for Office Occupancy. Lauren Emert seconded the motion. The motion carried.

New Business

- Building Closure Schedule for New Year's Eve, 31 December 2023.

Dawn Reagan made a motion to accept the Building closure for 31 December 2023. Tim Moore seconded the motion. The motion carried.

- Proposed Library Hotspots Policy Discussion

- Stephanie Thompson asked if it is necessary to have the application in the policy?
 - Anjanae explained that the Patron needs the Policy attached to the Contract so that they see/read it when they sign it. This policy is a bit unique. For example,

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the fines associated with Hotspots are \$2/day versus \$0.25/day for other late materials.

- Patrons get a 1 day grace period. Fines for Hotspots do not begin to incur until day 2 of being late.
- Cynthia Spittler, Patron Services Manager was asked how many Hotspots get checked out. She replied about 12 a week. At this time there does not seem to be a need to circulate more Hotspots than what we currently have.

- Proposed Library Programming Policy discussion
 - No discussion

- Proposed Internet Safety Policy
 - Stephanie Thompson asked about the language in the 1st paragraph. It was suggested to change the wording from “worms” to “malicious software”.

- Proposed Public Comment Policy
 - Attorney Garrett for Blount County has approved this policy.
 - Stephanie Thompson did point out a misspelled word “strictly”
 - Tim Moore and Lauren Emert suggested revising the wording to “actionable agenda items” or “agenda items”.

Lauren Emert made a motion to accept the proposed Public Comment Policy with amended changes. Dawn Reagan seconded the motion. The motion carried.

Funding Requests:

- Manny presented the following Foundation Funding Request:
 - There were no Foundation Funding Requests.

- Manny presented the following Friends Funding Requests:
 - Friends Funding Request for FY 2023-2024 was presented.

Logan Hill made a motion to accept the Friends Funding Request. Greg Brakebill seconded the motion. The motion carried.

- Friends Funding Request for the Writer-in-Residence was presented.

Logan Hill made a motion to accept the Foundation Funding Request. Greg Brakebill seconded the motion. The motion carried.

- Friends Funding Request for the Hometown Welcome Program was presented.

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Tim Moore made a motion to accept the Friends Funding Request. Logan Hill seconded the motion. The motion carried.

Lauren Emert made a point to express that the redesign of the BCPL website looks very good. She also stated that the current social media has been amazing over the past few months.

- Anjanae Brueland recognized the hard work of Savannah McCarter, Beth Hall and the PR Team.

Other Library Meetings

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

Blount County Friends of the Library – 27 June 2023, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 21 July 2023, 8:00 am – BCPL

Maryville City Council - 5 July 2023, 7:00 pm – Maryville Municipal Bldg

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

Motion to Adjourn:

Lauren Emert made a motion to adjourn the meeting. Tim Moore seconded the motion. The motion carried.

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

Respectfully submitted,

Summer Dale