



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

Staff Attending: Manny Leite - BCPL Director, Summer Dale, Kathleen Christy, Brennan LeQuire, Cynthia Spitler, Kathy Thompson

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

Call to Order: Stephanie Thompson called the Blount County Public Library Board to order on 18 July 2023 at 5:31 pm.

Stephanie read the Public Comment Policy that went into effect 01 July 2023.

Approval of Minutes: Dawn Reagan made a motion to approve the 20 June 2023 Meeting minutes. Shawn Graham seconded the motion. The motion carried.

Public Comment

- The Board heard comments from 3 members of the public. (2 minutes each)

Report of Board of Trustees Chair by Stephanie Thompson:

- Stephanie congratulated Manny for his appointment to Leadership Blount Class of 2024.
- She encouraged everyone to check out the Newsletter.
 - Hot Summer Nights Concert series to begin Thursday, 3 August 2023 inside the Main Gallery.

Report of Blount County Public Library Director by Manny Leite:

- The Board Meeting Packet, which includes the Library Director's Report, was distributed by email prior to the board meeting.
- Youth Services has a Library mailbox for families to write letters to Library
 - Mini-Con which will be Saturday, 29 August 2023 from 10am-4pm. People can come in costumes; there will be a 13 year old DJ; Mini-Con will include the Ghostbusters, Pirates, and 20+ Vendors in the Main Gallery.
 - Open Mic Morning has been a success.
- Adult Services has quite a few programs going on such as Gentle Yoga in the Dorothy Heron Room on Monday evenings at 5:30pm.
 - Our Public Relations department has been working with Adult Services on their next LLK12 Videos with Diane Benson. These focus on Homeschooling and resources. The newest edition will be "graphic novels."
 - We are saying goodbye to Sheila Pennycuff, who was pivotal in making the Seed Library/Seed Swap success.
- Collections just got a new Disc Cleaner which is working very well on our DVDs and Audio books.
- Cafe sales in June are up by 38% compared to May.
 - This is a wonderful service that not every Library has!

- In Patron Services, fines have been reinstated.
 - We are saying “farewell” to Elizabeth Large and “hello” to Kelli Jernigan as well as Travis Miller.
 - 512 New Cards were made in the month of June. This shows that we are one of the great destinations for the County.
- The Remote Locker project is still under way. We have had meetings with Bibliotheca and the project manager; the locker has been ordered through Alcoa Kiwanis and will be located outside next to the fire department in Louisville beside Town Hall.
 - We are already thinking of additional projects with the town of Louisville.
 - Lauren Emert brought up the question of insurance coverage on this Remote Locker System. Manny expressed that Kiwanis paid for extra insurance coverage on the locker system.

Report of Foundation Board, Chad Hampton

- Chad Hampton was unable to give a report on the Foundation at this time.

Report of Friends of the Library, Dee Barham

- Dee Barham gave a report on the Friends.
- The Friends are rolling along and really excited about upcoming ideas.
- Corporate Sponsorship open house will be 2 August 2023 from 4-6pm.
 - They will be giving tours in the basement for interested Corporate Sponsors.
 - There was an email blast that went out through the Chamber of Commerce
 - 150 letters went out to some major corporations in the area.
- FOL will be training for sales and prepping for Sept 7-9 book sales.
- Ebay is still setting records each month.
- Bookmarks are now available with detailed information regarding Ebay and Book Sale dates that will be sent out with Ebay purchases and displayed during Book Sales.
- During Mini-Con there will also be an FOL membership sign up table in the lobby and a pop up book sale Mini-Con themed such as Sci Fi books/comic books/kids books...
- The Friends are very active, up to 140 volunteers.

Report of Ocoee River Regional Library, Liz Schreck

- The Ocoee River Regional Library May 2023 Report, and the READS FY 2022-23 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck was unable to share updates from the Regional Library at this time.

Committee Updates Regarding Long Range Plan, Board Member Leaders

- Lauren Emert (Cafe)
 - Lauren met with Chelsea Mathenia to discuss Cafe planning for the future.
 - She will be talking with experts on how to streamline some processes. Already Chelsea and staff have rearranged some things to get coffee out quicker; they’ve added an ice maker, under counter fridge, rinser, and a grab and go deli case.
 - Right now everything is hand washed including Catering and thus a Dishwasher would be on the wish list.
 - Patron Services rotates shifts for who gets to wash dishes at the end of the day.

- To work with WebstaurantStore, a company with Grant opportunities for design and layout for efficiency. These requests will go to either the Friends or Foundation.
- They reached out to John Clark from Vienna Coffee to create a special label.
- There will be training for the staff as a refresher course since there is always room to grow in the Cafe.

- We are still working on finding a date and time that works for all the Board to attend a Work Session regarding the Long Range Plans. If a date cannot be agreed upon then we will meet an hour before the September Board Meeting at 4:30pm.

TCRS Presentation, Justin Ball

- Justin Ball gave a presentation on TCRS and buying back the first 6 months of probationary time.
- The Library has been the only department in the County not allowed to do this.
- In 1978 the Library was affiliated with Maryville City and buying back those 6 months of TCRS was not an option. Though we are now affiliated with Blount County this has never changed over the years.
- The Resolution, if voted on, would allow the employee to go back and buy their 6 months of probationary time. It would cost the employee 8.81% of the employee's original salary.
- Newly hired employees would still serve the 6 months of probationary time as a failsafe for the Library in case the employment doesn't work out. However, newly hired and current employees will now have the option anytime after their 6 months of probationary time is complete to buy back those months of TCRS.

Lauren Emert made a motion to approve the TCRS Resolution. Dawn Reagan seconded the motion. The motion carried.

Old Business

- Proposed Library Hotspots Policy was presented.
 - Dawn Reagan commented on how glad she is that we have Hotspots. It's a great resource for families to have.

Shawn Graham made a motion to accept the proposed Library Hotspots Policy. Dawn Reagan seconded the motion. The motion carried.

- Proposed Library Programming Policy was presented.
 - Susan Williams and Shawn Graham suggested rewording to include "with proper/appropriate oversight the Library Director can delegate program decisions and management to designated staff...".
 - The appropriate oversight would be displayed during the current Thursday morning Administrative Planning Team meetings.

Lauren Emert made a motion to accept the amended Proposed Library Programming Policy. Dawn Reagan seconded the motion. The motion carried.

- Proposed Internet Safety Policy was presented.

Dawn Reagan made a motion to accept the proposed Internet Safety Policy. Greg Brakebill seconded the motion. The motion carried.

- The MOU/Office Space Rental was discussed.
 - Manny completed the first draft for A Place To Stay and Be Aware Blount. He thanked Board members for their discussion and input.
 - The MOU will be handed over to attorney Garrett for legal language and vernacular. Once that is complete then the MOU will be brought back before the Board.
 - The discussion was tabled and no action was taken at this time.

New Business

- The request that the Library be closed for Staff Development Day on 17 November 2023 was presented.
 - Lauren Emert discussed the desire for the Board to be involved that day and to thank the Library staff while they are all together for Staff Development Day.

Lauren Emert made a motion to close the Library for Staff Development Day. Dawn Reagan seconded the motion. The motion carried.

- The Proposed Conflict of Interest Policy was presented and discussed.
 - There was a redundant word on the bottom of the first page after the word “officer”.
 - The 2nd paragraph under *Policies and Practices* needs to be reworded.
- The Proposed Gift Policy was presented and discussed.
 - The discussion was tabled and no action was taken.
- The Proposed Code of Ethics Policy was presented and discussed.
 - It was requested to add back in the edited line “In the capacity of trust upon them, the BOT shall observe ethical standards with absolute truth, integrity and honor.”
 - The discussion was tabled and no action was taken.
- Johnson Architectural Drawings were presented and discussed.
 - Greg Brakebill presented the Johnson Architect rendering for the Book Return project.
 - Next month the renderings will be up for a vote, then the renderings will go to purchasing and then out for bid.
 - If anyone has any feedback about these renderings please send your comments to Manny as soon as possible.

Funding Requests:

- Manny presented the following Foundation Funding Request:
 - There were no Foundation Funding requests for July 2023.
- Manny presented the following Friends Funding Requests:
 - There were no Friends Funding requests for July 2023.

Closing Remarks:

- Stephanie Thompson spoke about the History of Maryville event with Greg McClain that occurred 11 July 2023. 227 people attended.

- Dawn Reagan expressed her excitement for the Fishing Poles that can now be checked out in the Children’s Department.
- Lauren Emert and Manny Leite spoke regarding the Partnership’s meeting on 19 July 2023 at 10:30am and Maryville Downtown Association’s Master Plan reveal.

Important Dates

Other Library Meetings

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

Blount County Friends of the Library – 25 July 2023, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 21 July 2023, 8:30 am – BCPL

Maryville City Council - 1 August 2023, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 8 August 2023, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 15 August 2023, 5:30 pm, Sharon Lawson Room

Motion to Adjourn:

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

The next Library Board Meeting will be held on 15 August 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale