



Trustees Attending: Stephanie Thompson, Andy Simon, Dawn Reagan, Susan Williams, Greg Brakebill, Tim Moore, Shawn Graham (via Zoom)

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

Visitors: Chad Hampton - Foundation of the Blount County Public Library, Dee Barham - Friends of the Blount County Public Library, Nikki Brahm-Snyder - Ocoee River Regional Library, Mariah Franklin - The Daily Times

Call to Order: Stephanie Thompson called the Blount County Public Library Board to order on 15 August 2023 at 5:30 pm.

Approval of Minutes: Andy Simon made a motion to approve the 18 July 2023 Meeting minutes with corrections. Tim Moore seconded the motion. The motion carried.

Public Comment

- The board heard comments from 1 member of the public.

Report of Board of Trustees Chair by Stephanie Thompson:

- Stephanie congratulated Andy Simon for his appointment to the Board again by the Maryville City Council and thanked him for being the Board Chairman for the last 3 years.
 - Andy led the Board through Covid and the complete roof repair. We survived both under his leadership.
- Knoxville TVA Credit Union reached out with their desire to film a Pop Fizz commercial including a student in the Library stacks.
 - Manny contacted Don Stallions who said that typically in lieu of payment they will be asked to make a donation to the Friends of the Library.
 - If you have any questions or concerns please let Stephanie or Manny know.
- Board members should have received a Memo and Document from the State regarding the Public Library Service Agreement which includes the schedule for Policy Review. A couple of policies need to be reviewed each year, such as the Collection Development Policy and Internet Safety Policy; some every 3 years, such as the Bylaws and others every 2 years.
 - Manny and Summer are working on this detailed schedule.
 - The Board will be receiving electronically the completed book purchases list in compliance with this Agreement.
 - Manny expressed that this is brand new for every Tennessee Library. He has been on the phone with various directors on implementation.
- The Trustee Workshop will be in Crossville, TN on 28 September 2023.

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- Manny is invited as long as 1 Board Member attends.
- Please let Stephanie know if you plan on going to coordinate transportation.
- Congratulations to Lauren Emert, husband Jason and big brother James! Lauren had baby Margot Elizabeth, 7 pounds 4 ounces on 4 August 2023.
- The Board Workshop for the Long Range Plan will be at 4:30pm on 19 September 2023, before the Board Meeting.

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 had a successful summer reading program. There were many well attended programs.
 - *Pete the Cat* Author Eric Litwin's performance was held in the Main Gallery. Around 350 attended the event.
 - The Mini-Con Comic Convention was well attended with 750 people present. It was very chaotic but everyone had a great time! A special thanks to Dick Burgess for helping during closing.
 - Next year, we will be having the convention on 8 June 2024. It will need to be held earlier in the month since the Library will be a voting precinct for the elections in 2024.
- Reference held a tremendous program with our Maryville City Manager, Greg McClain, "The History of Maryville" in the Main Gallery. About 227 people attended. It was very successful and everyone had a very informative and good time
 - We are saying goodbye to Diane Benson who accepted a job "too good to pass up" and we wish her the best of luck. Savannah McCarter, currently our Online Services Coordinator who just earned her MLS degree, will be stepping into this full time position.
 - Alicia Peery from Patron Services has also moved into a newly vacated Reference Librarian position.
 - The Square Dancing event and FOL Book Sale will be 9 September 2023.
- In Hospitality, the drink of the month is the "Summer Sundown Soda", which is an Italian Soda concoction. The Cafe will be open during the Hot Summer Nights Concert series.
- Patron Services welcomed 2 new staff members, Travis Miller and Pat Maillie. Both have started and are doing a tremendous job. Next month we will be welcoming 2 more.
- Downtown Maryville Master Plan for stakeholders meeting was held at the Partnership.
 - The Library is one of 3 focal points (Maryville College, the Library, and the Downtown area). We are happy to be a focal point for downtown.
- Manny attended the Leadership Blount gala and mandatory retreat. He met with his classmates and is excited for what is on the horizon for Leadership Blount.
- Stephanie and Manny went to the Partnership last week. The City of Alcoa held a briefing conducted by Bruce Applegate, Deputy Manager, who gave a short history of Alcoa and detailed what is coming in the future. Everyone seemed happy with the new prospects coming to Alcoa.
- An item not in the Director's Report but that bears mentioning is with regards to Meeting Rooms. County and City departments are allowed free use of our meeting rooms 4 times a quarter. This is to continue to build on the relationships we have with our partners.
- The Remote Locker has been ordered but that is the only update at this time.
- Manny turned it over to Deputy Director, Anjanae Brueland to discuss this current fiscal year's budget.

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- o Anjanae discussed the Financial Report/Operations/Revenues/Personnel Sheets which was included in the Director's Report.
- o The MAG study has slowed the turn around of things. This year in the budget planning we provided the Operations budget and then had to wait for the Personnel budget to be provided once the MAG study was complete.
 - Due to this, there was a discrepancy between Revenues and Expenditures of \$137.30. Thus you will notice this year there will be a slight change the entire year through.
- o Revenues seem to be inflated due to going to the Commission requesting the reappropriation of the funds that the Foundation gave last year for the Architectural drawings and automation machinery.
- o We seem to be tracking well.

Report of Foundation Board, Chad Hampton

- Chad Hampton gave a report on the Foundation.
- A copy of the Foundation's Development plan was distributed by email prior to the board meeting.
- The Foundation will meet this Friday at 8am (listed at 8:30am on the Agenda but it is 8am).
 - o If the Johnson Architectural drawings are approved tonight by the Library Board then the drawings will be voted on at this meeting.
 - o The Foundation will also be discussing plans for the Joy Bishop reception/memorial.

Report of Friends of the Library, Dee Barham

- Dee Barham gave a report on the Friends.
- Stephanie congratulated the Friends on a couple of Grants; \$35,000 from Arconic and \$20,000 from the State to continue Technology classes.
- The past month there have been many ups and downs.
- The Friends lost their Bookkeeper and Vice President.
 - o They will be looking for leadership within their ranks for next year to see who might want to step in.
- Ebay sales are doing really well. They are \$17,000 ahead of last year's pace.
- The Friends are now up to their 3rd sponsorship and have collected \$6,000 from those sponsorships.
 - o Dee has asked Andy for assistance in the sponsorship program with regards to how to push further into other businesses.
- September 7th-9th is the next upcoming quarterly Book Sale.
 - o FOL are looking for Elevator Operators especially Thursday afternoon. Please let Dee know if you are interested.
- Things are really busy, FOL just received 105 boxes of books donated. This is wonderful to have but it can be overwhelming. However, there will be much to look forward to especially at the upcoming Book Sale.

Report of Ocoee River Regional Library, Liz Schreck was unable to attend

- The Ocoee River Regional Library May 2023 Report, and the READS FY 2022-23 Data Statistics were distributed by email prior to the meeting.

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- Nikki Brahm-Snyder gave a report in Liz Schreck's absence and shared updates from the Regional Library.
- Upcoming training opportunities include this Thursday's Customer Service Training
- The Region will be having Dr. Steve Albriet, a nationally recognized library safety/security expert, at the King Family Library in Sevierville on 15 September 2023.
- Nikki also highlighted the Library Service Agreement.

Long Range Plan Committee

- There are no updates at this time.
- The Board will meet next month on 19 September 2023 at 4:30pm for a Long Range Plan Workshop.

Old Business

- Proposed Conflict of Interest Policy was presented.

Dawn Reagan made a motion to accept the Conflict of Interest Policy. Tim Moore seconded the motion. The motion carried.

- Proposed Gift Policy was presented.

Andy Simon made a motion to accept the Gift Policy with proposed edits. Greg Brakebill seconded the motion. The motion carried.

- Andy Simon brought up the question of whether the Library should keep a list of donations.
- Manny expressed that when it comes to monetary donations and memorial book donations we do have a list maintained by our Collections Manager but not for nonmonetary items. He is open to maintaining a catalog.
- After discussion amongst the Board members and with input from Kathy Thompson, Nikki Brahm-Snyder and Chad Hampton, it was decided that BCPL will maintain a list of donations.
- There was also a typo that will be revised.
- Proposed Code of Ethics Policy was presented.

Andy Simon made a motion to accept the Code of Ethics Policy with revisions. Dawn Reagan seconded the motion. The motion carried.

- Tim Moore pointed out the spacing issues to be revised.
- Manny has not heard back from Attorney Garrett regarding the MOUs for A Place to Stay and Be Aware Blount. No action was taken at this time.

New Business

- Building Closure for 24 December 2023 was presented.

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Greg Brakebill made a motion to accept the Building Closure. Tim Moore seconded the motion. The motion carried.

- The Proposed Public use of Children's Area Policy was presented and discussed.
 - The discussion was tabled and no action was taken.
- The Proposed Rules of Conduct Policy was presented and discussed.
 - The discussion was tabled and no action was taken.
- The Proposed Bookmark Cafe Health Policy was presented and discussed.
 - A few typos were pointed out.
 - The discussion was tabled and no action was taken.
- Book Return Project Update
 - Greg Brakebill gave an update on the Johnson Architect Drawing.
 - The drawings will go to the Foundation to be accepted. Then there will be quite a bit of movement: The drawings will go to the Budget Committee for approval, then to the County Commission Workshop for acceptance, the drawings then move to the County Commission to be voted on and then they will go to the Purchasing department for a vote and to be prepared to go out for Bid.
 - Greg spoke on Johnson Architect being a very competent and great firm.
 - Denny Gardner and Don Stallions will be assessing the specifications and dimensions of the equipment.
 - Chad Hampton asked if there was a monetary threshold that you don't have to bid out for architectural services. Which Andy responded with a yes, \$2500.

Andy Simon made a motion to send the Johnson Architectural Drawing to the Foundation . Greg Brakebill seconded the motion. The motion carried.

- Joy Bishop Memorial Abstract Acceptance and Location Determination
 - Sketches of the Abstract Sculpture were distributed before the meeting.
 - It was determined that the Acceptance of this memorial will go through the Gift Committee before a location can be determined.
 - The Gift Committee includes Logan Hill (Library Board), Bruce Robertson (the Friends), Bill Pope (the Foundation).
 - Manny added that he was contacted by Whitney Erickson who would like to donate a plaque in Joy's honor to go in the Library. Both Manny and Andy agree that Joy Bishop is very deserving of this recognition.
 - This will also be voted on by the Gift Committee.

Funding Requests:

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

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- o Storytelling Program
- o Kathleen Christy spoke on the Storytelling Program/Festival which would include 2 storytellers who will go to area schools and do performances, 8 in total, and then they will be in the Library on Saturday for the Festival.
- o This request is in addition to the \$2000 already approved.

Dawn Reagan made a motion to accept the Friends Funding Request for the Storytelling Program. Andy Simon seconded the motion. The motion carried.

- Manny presented the following Friends Funding Requests:
 - o Youth Services Fall Festival
 - o The Festival would include performance artists including a balloon artist on 21 October 2023.

Dawn Reagan made a motion to accept the Friends Funding Request for the Youth Services Fall Festival. Susan Williams seconded the motion. The motion carried.

In closing:

- Stephanie reminded the Board that the next Board of Trustees Meeting will be 19 September 2023 at 5:30pm and there will be a Long Range Plan Workshop at 4:30pm.
- Summer will email the Project Plan spiral for Long Range Plan to the Board members.
- Dawn Reagan spoke to Don Stallions regarding painting the lines in the parking lot. The delay is that there is a septic issue with the Learning Lab. They may need to dig up some of the Parking Lot before painting the lines.
- In closing, Susan Williams brought up the issue of children not passing their TCap tests. She posed the question of how the Library and citizens of our community could get involved in helping the teachers and students in Blount County. She suggested tutoring by Friends volunteers as well as other offerings.
 - o Kathleen Christy spoke up in regards to our Children’s Department and what a great job they do with Storytimes and STEAM Kids programs. She also noted the outreach program that Diane Benson began with our LLK12 youtube homeschool support series that will be taken over by Alicia Peery.
 - o It was noted that the Library is reaching out and offering support to the community in many ways.

Important Dates

Other Library Meetings

Blount County Commission Meeting – 17 August 2023, 7:00 pm – BC Courthouse

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Blount County Friends of the Library – 22 August 2023, 4:00 pm – BCPL
Foundation for the Blount County Public Library – 18 August 2023, 8:00 am – BCPL
Maryville City Council - 5 September 2023, 7:00 pm – Maryville Municipal Bldg
Alcoa Board of Commissioners - 12 September 2023, 7:00 pm – Alcoa Municipal Bldg

Motion to Adjourn:

Andy Simon made a motion to adjourn the meeting. Dawn Reagan seconded the motion. The motion carried.

The next Library Board Meeting will be held on 19 September 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale