



## Board of Trustees Meeting 19 September 2023 Minutes

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

**Staff Attending:** Manny Leite - BCPL Director, Anjanae Brueland, Summer Dale, Chelsea Mathenia, Kathleen Christy, Chelsea Tarwater, Cynthia Spitler

**Visitors:** Chad Hampton - Foundation of the Blount County Public Library, Bruce Robertson - 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 19 September 2023 at 5:31 pm.

**Approval of Minutes:** Shawn Graham made a motion to approve the 15 August 2023 Meeting Minutes with corrections. Dawn Reagan seconded the motion. The motion carried.

### Public Comment

- The Board heard comments from 4 members of the public.
  - Each spoke on the Collection Development Policy.

### Report of Board of Trustees Chair by Stephanie Thompson:

- Stephanie reminded everyone about the Trustee Workshop on Thursday the 28th.
  - Logan, Stephanie and Manny will attend.
- October 16-19 will be the Friends of the Library Appreciation week.
  - Manny worked with Blount County, Maryville City and Alcoa City governments to come up with a joint resolution to name that week Friends Week.
    - This proclamation will be presented at the Friends Luncheon on 19 October 2023 at 10:30am.
    - A volunteer sign up sheet was passed around to the Trustees.
  - Stephanie hopes all the Friends Volunteers will be able to attend and she expressed her appreciation for the governing bodies.

### 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 is preparing for upcoming events such as Fall Festival
  - More details to come next month
- Reference has not stopped. They have a tremendous amount of programming such as Square Dancing in the Main Gallery. The first Foreign Film Club will be on 30 September 2023 in the Sharon Lawson room at 12pm. Each month the FFC will watch a different foreign film and then have a lively discussion. Local Authors Fair will be on Saturday 7 October 2023. Dr. William Karl and Dr Jim Stovall as well as Writer In Residence Sheri McCarter will speak from 9:30am-1:30pm.

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Focus On Seniors will begin 26 September 2023 every Tuesday at 11am in the Main Gallery. This month's FOS will be on Fall Prevention. Lastly, the Storyteller program will be this Saturday between 2pm-7pm in the Meeting Rooms.

- The Bookmark Cafe has a specialty drink of the month called Bilbo's Birthday Cold Brew, which is an Irish cream cold brew with pumpkin spice cold foam.
- Patron Services welcomed new hires Beth Coppenger and Lacy Lyon. In August there were 575 new Library cards made.
- Manny has completed the Public Library Survey.
- The Remote Locker System will be delivered to Louisville Town Hall on 12 October 2023. We will have an unveiling/grand opening/ribbon cutting in late October/early November. This is the first of its kind in Tennessee.
- The plans for the Book Return system will go to the Commission this Thursday. Once its been voted on and approved then the architect can get started. This will take around 4-6 weeks. It will probably go before the Board for approval in November and then be sent to General Services and Purchasing to go out for bid.
- Currently we are exploring other ILS systems. The ILS system is the cataloging system we use for processing, checking in and out materials.
  - Starting next month we will be interviewing 5 different ILS companies.
- Anjanae presented the Financial Report.
  - She pointed out that under "Expenditure Expectations", this result was mainly due to the Operations line 399 which included Maintenance. Maintenance is now handled by the County.
    - She is currently discussing with the County if this will be paid in 1 lump sum or monthly.
  - Another budget line of interest is 506 which is General Liability.
    - This line is usually taken out of the account by now.
  - Also noted is Line 513 which is Workers Comp Insurance.
  - Revenues are inflated because they are including the Foundation donation.
    - The paragraph summarizes how these funds are allocated.
    - The Revenue sheet shows that the City of Maryville has yet to make a payment.
      - Anjanae will be reaching out to them.
  - All in all the Library is still in very good standing.

### 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 rescheduled their September meeting.
  - The date has yet to be determined.
- They met last month and approved the Johnson Architecture proposal for the design fee.
- In the next couple of months the Foundation is looking to recruit more board members.
- Their focus is currently on the Joy Bishop memorial.
- Stephanie Thompson added that the City Council did approve the bridge being renamed in Joy Bishop's honor.
- Manny explained that Carolyn is still fundraising for the marble abstract artwork in Joy's honor.
  - Shawn Graham met the sculptor at the Pink Marble Festival and saw them working on Joy's abstract sculpture. He believes everyone will be very proud of this classy piece.

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

- Dee Barham gave a report on the Friends.
- The Quarterly Book Sale went well.
  - The elevator went down at noon on Friday and back up before the end of the day.
  - Square also went down for half the day.
  - The 3rd day went off without a hitch and the Friends made over \$15,000.
- Diane Rocco and Dee helped the Ripley Friends group (north of Memphis) get set up on Ebay.
- The Friends celebrated their Ebay accomplishments.
  - In August 2022 they had made around \$9,700. By August 2023 they had made around \$14,000.
- October 16-19 will be the Friends of the Library Appreciation week.
  - The Friends have a creative committee which will have contests and display things to honor the Friends to include volunteers and members.
- Volunteers have been on high alert since the break in in the basement.
  - Remember to wear your badge when you come downstairs.
  - They are discussing putting small alarms on the Basement doors.
  - Manny thanked Maryville PD for coming out so quickly and handling everything so perfectly and professionally.
  - The County came out very quickly as well to fix the doors.

**Report of Gift committee, Logan Hill**

- Logan Hill (Library Board), Bruce Robertson (Friends), and Bill Pope (Foundation) met to approve the donation to the Foundation.
- The committee accepted the sculpture and the plaque as a gift to the Library in Joy's memory.
- The gift was approved by the committee and any funds raised over the amount needed will be donated to the Foundation.

**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 shared updates from the Regional Library.
- She thanked Nikki for being here last week.
- Liz spoke regarding the Trustee Workshop coming up soon.
- She applauded the Library on receiving the Top Grant!!
  - This grant partners with economic and community development to provide digital literacy training as well as provides wifi hotspots, pay for trainers and solar charging tables.
- The Library also received the Tech Grant which is a 50/50 matching grant for technology equipment through IMLS.

**Old Business**

- The Proposed Public Use of Children's Room Policy was presented.

Dawn Reagan made a motion to accept the Public Use of Children’s Room Policy. Tim Moore seconded the motion. The motion carried.

- The Proposed Rules of Conduct Policy was presented.

Dawn Reagan made a motion to accept the Rules of Conduct Policy. Logan Hill seconded the motion. The motion carried.

- The Proposed Bookmark Cafe Employee Health Policy was presented.

Dawn Reagan made a motion to accept the Bookmark Cafe Employee Health Policy with corrections. Lauren Emert seconded the motion. The motion carried.

### **New Business**

- The Proposed Collection Development and Weeding Materials Policy was discussed.
  - Manny reviews 400+ books per month. It was discussed how to inform the Board per this policy.
  - Liz Schreck said that this list can be accessible on the website rather than a physical copy.
    - This list can be accessed on the Library’s OPAC catalog under *Just Added* list.
  - Manny discussed the Collection Librarian’s role. They seek guidance from other librarians, recommendations, reports, reviews professional journals...etc.
  - Manny discussed changing the title of “Request for Reconsideration” to “Statement of Concern.” He believes this verbiage gives it a positive feel.
  - Logan addressed the “packet documents” mentioned in the policy. It was concluded that the “packet” being referred to is actually the documents included in the Collection Development and Weeding Materials Policy itself.
  - Stephanie suggested limiting the number of challenges allowed.
  - It was determined that a final decision is binding for 1 calendar year.
  - It was noted that some of the questions on the Statement of Concern should be reworded.

The discussion was tabled and no action was taken.

- The 2024 Building Closure Schedule was presented.

Dawn Reagan made a motion to accept the 2024 Building Closure Schedule. Shawn Graham seconded the motion. The motion carried.

### **Funding Requests:**

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

### **Important Dates**

**Board of Trustees Meeting  
19 September 2023 Minutes**

**Other Library Meetings**

Blount County Commission Meeting – 19 October 2023, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 24 October 2023, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 20 October 2023, 8:00 am – BCPL

Maryville City Council - 7 November, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 14 November 2023, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 21 November 2023, 5:30 pm, Sharon Lawson Room

**Motion to Adjourn:**

Tim Moore made a motion to adjourn the meeting. Susan Williams seconded the motion. The motion carried.

The next Library Board Meeting will be held on 17 October 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale