



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

**Staff Attending:** Manny Leite - BCPL Director, Anjanae Brueland, Summer Dale, Chelsea Mathenia

**Visitors:** Dee Barnham - 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 17 October 2023 at 5:30 pm.

**Approval of Minutes:** Dawn Reagan made a motion to approve the 19 September 2023 Meeting minutes. Susan Williams seconded the motion. The motion carried.

#### **Public Comment**

- The board did not hear comments from members of the public.

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

- Congratulations to Chelsea Mathenia and the Bookmark Cafe for their 100 Health Inspection Score! We appreciate all the staff members who made this possible.
- Congratulations to Cynthia Spitler who will be retiring. We are excited for the next chapter in her life.
- Logan, Stephanie and Manny attended the Trustees Workshop at Art Circle Library. Stephanie felt like this was the best training so far. The training had many sessions which included:
  - Hiring new staff;
  - Capturing institutional knowledge;
  - Emergency notebooks such as Manny's Truck Binder;
  - A Year in the life of a Library Board member;
  - Library calendars;
  - Hiring a New Director;
  - Jamie Ritter, State Librarian Archivist, spoke on the Public Library Service Agreement; he explained it in a positive way and detailed things that libraries are already doing; and
  - Friends 101 with Kathy Dooley Smith.
- There will be a Friends proclamation and brunch on 10:30 AM on Thursday. Thanks to the Board and staff for providing food and manpower for this brunch.
- November 17th is Staff Development Day and we would like to provide refreshments. Please let Stephanie know if you would like to help out.
- Manny is currently working on getting the Maintenance of Effort (MOE) document signed by the three governing bodies. This document is due October 31st.
  - Manny met with Brian and Kari yesterday. They have been informed about the MOE and have assured Manny it will be signed in a timely manner.

- The Director Evaluation timeline is coming up; Manny is currently working on his accomplishments. Stephanie will be sending out evaluation documents electronically in December. If you would like a paper copy please let Summer know and she will get those to you. The deadline will be early January.
- If you want copies of the handouts from the Trustee Workshop, Summer can get those to you.

**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: Manny was in attendance on Saturday for the eclipse. We had a good crowd, about 2000 eclipse glasses were handed out. We even had a patron with a telescope in the parking lot allowing other Library patrons to view the eclipse. Tuesday nights are Dungeons and Dragons campaigns. We continue to gain more teen participants.
- Adult Services: 2 weeks ago we had our Local Voices program, about 59 local authors came which was very well attended. We also had a Square dancing program that was well attended.
- Hospitality: The Drink of month special is Practical Magic; Congratulations again on the perfect 100 health score in the Bookmark Cafe.
- Patron Services: Cynthia Spitler is retiring. We are seeking qualified candidates to fill her vacancy. We will begin interviews soon and hopefully we will have a new Patron Services Manager in November.
- Goals for 2024 will be to revisit the Book Mobile idea and a Storybook Walk in Townsend.
  - A Storybook Walk is basically a hiking trail that includes staked displays featuring portions of a story that you can read as you traverse the path.
  - Manny will most likely get input from Youth Services Manager, Chelsea Tarwater regarding which story would be most appropriate.
  - There was discussion on exploring ideas regarding locations for the Storybook Walk and different businesses that would potentially help with funding this project.
    - It was stressed by Lauren Emert not to waste the opportunity to fundraise.
- The Remote Locker will be delivered tomorrow, 18 October 2023 at 9 AM; next week Administration will have training; Two weeks after that the locker will be wrapped in the new BCPL logo; During the 2nd week of November BCPL will have a grand opening at the Remote Locker in Louisville where we will invite the Board of Trustees, the Town of Louisville, Alcoa Kiwanis, and Arconic.
- The Book Return project is still underway and was discussed. Johnson Architect is working on the design plans. Hopefully the plans will be completed and ready to come before the Board at the November meeting and then it will go to purchasing for bid.

**Report of Foundation Board, Chad Hampton**

- Chad Hampton was absent and unable to report on the Foundation.
- A copy of the Foundation's Development plan was distributed by email prior to the board meeting.

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

- Dee Barham gave a report on the Friends.
- This week is Friends Week! There have been sweet treats out for Friends to partake in all week. Thursday will be the Friends Appreciation brunch.

- Friends Helping Friends has been a success. The Ripley TN Friends group has had quite a few sales since Blount County Friends assisted in training. Dee is very proud of them and their ebay site.
- Seymour Library came to the Blount County Friends requesting help to set up an ebay store. They will come up with a meeting date. Their librarian will also be joining them.
- Victorville California, contacted our FOL group about wanting to get online but their relationship with the trustees and County is poor and their Board won't let them sell online. It was very surprising.
- As far as sales this month, ebay did about \$11,000. They are down a little this month so they are looking at Ebay algorithms to see if anything has changed.
- The Friends do get some odd donations and sell at sale but they also try to sell these things on Ebay.
- Thursday the Friends are expecting 45-50 people at the event.
  - The reading of resolution will be in the Main Gallery at 10am and then the brunchon will be in the Sharon Lawson room.

#### **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 absent and unable to share updates from the Regional Library.

#### **Gift Committee Update, Logan Hill**

- There are no updates at this time.

#### **Long Range Plan**

- Andy Simon is trying to schedule a meeting with the building inspector next week. We are wanting to take a look downstairs to see if anything needs to be added downstairs to be able to open it to the general public.
- Greg Brakebill addressed that there is a Life Safety Plan that exists which determines how many fire extinguishers, exits and entrances are needed. There is only one set of double doors which may not cut it. If we add restrooms, a grinder pump is needed to pump sewage up to the sewer line.
- Hopefully all of this will be addressed in the next couple of weeks.

#### **Old Business**

- Proposed Collection Development and Weeing Materials Policy was presented.
  - Manny got approval from the State Librarian regarding adding the statement that a concerned citizen can only challenge 3 books per calendar year. He also expressed that if the Director is hit with multiple challenges at once, then the Director has the right to extend the 30 days to an acceptable time frame. Once a decision is made, the patron then has 10 days to appeal the decision.

Logan Hill made a motion to accept the Collection Development and Weeding Materials Policy. Andy Simon seconded the motion. The motion carried.

## **New Business**

- Proposed Local History and Genealogy Collection Development and Weeding Materials Policy was discussed.

Andy Simon made a motion to accept the Proposed Local History and Genealogy Collection Development and Weeding Materials Policy. Tim Moore seconded the motion. The motion carried.

Andy Simon withdrew his motion to accept the Proposed Local History and Genealogy Collection Development and Weeding Materials Policy. Tim Moore also withdrew his second motion.

- It was discussed to add to Appendix B and Appendix C, the request for a Driver's License number and birthdate if paying with a check.

Dawn Reagan made a motion to accept the amended Proposed Local History and Genealogy Collection Development and Weeding Materials Policy. Andy Simon seconded the motion. The motion carried.

- Poll Board: Move the November BOT Meeting from 21 November 2023 to 14 November 2023?
  - It was determined to keep the BOT Meeting on 21 November 2023.
- Poll Board: Long Range Plan Meeting, 4:30pm before 21 November 2023 Board Meeting.
  - It was decided to continue to have the Long Range Plan Meeting at 4:30pm on 21 November 2023.
  - Everyone should have previously gotten the Long Range Plan Workshop notes.
  - Stephanie gave a brief reminder of what was discussed at the workshop. The hope is to get some conceptual drawings to share with the Foundation for fundraising.
  - Manny explained that as far as big projects go, everything starts with the Basement.
- Poll Board: Cancel the 19 December 2023 Board Meeting?
  - Dawn Reagan made a motion to cancel the 19 December 2023 Board Meeting. Lauren Emert seconded the motion. The motion carried.

## **Funding Requests:**

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

## **Important Dates**

### **Other Library Meetings**

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

**Board of Trustees Meeting  
17 October 2023 Minutes**

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:**

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 21 November 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale