



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

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

**Visitors:** Dee Barnham - Friends of the Blount County Public Library, Chad Hampton - Blount County Public Library Foundation, Mariah Franklin - The Daily Times

**Call to Order:** Stephanie Thompson called the Blount County Public Library Board to order on 21 November 2023 at 5:38 pm.

**Approval of Minutes:** Dawn Reagan made a motion to approve the 17 October 2023 Meeting minutes. Andy Simon seconded the motion. The motion carried.

Shawn Graham made a motion to approve the 24 October 2023 Long Range Plan Meeting minutes. Tim Moore seconded the motion. The motion carried.

Lauren Emert made a motion to approve the 25 October 2023 Safety Workshop Meeting minutes. Andy Simon 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:**

- Stephanie Thompson spoke on the walk-throughs made with regards to the Long Range Plan. A few members of the Board met with City Officials to inspect the basement specifically.
- Greg Brakebill gave a bit more insight into the meeting with City Building Inspectors Walker and Blackwell. He discussed exit access and the electrical requirements for the future freight elevator. Greg and the Building Inspectors felt that the building is laid out very well and there are no red flags at this time.
  - Andy Simon expressed that the inspectors were very open and the only question was with regards to panic bars or additional hardware on the basement doors. The inspectors were not concerned with accessibility.
- There was also a walk-through with Johnson Architect's Eric Bowen. Eric walked through the Youth Services Department where it was requested he render a conceptual drawing of a divider, possibly a store front style divider at the entrance to Youth Services. He was also shown the Reference Department where we are looking to increase privacy in the office spaces and meeting rooms there. Eric was also shown the Basement with the intention of expansion by moving the Genealogy department, Sports Hall of Fame and additional meeting rooms there as well as adding bathrooms and an elevator plus space for the Friends and storage. It was

requested that he come up with conceptual drawings of this inviting area to be used by the Foundation for fundraising purposes.

- There is no timeline at this point.
- Stephanie will be sending out Director Manny's annual evaluation form at the first of December for the Board to complete. If you would like paper copies please request these from Summer.
  - Manny will be getting his accomplishments and progress compiled and sent out before that time.
- The Foundation has members rolling off and is requesting suggestions for members.
- Please check your BCPL social media frequently. There are many events and activities that are changing everyday that may not be on the calendar.

**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.
- Manny began with an update on the Remote Book Locker. BCPL will still be the first Library in Tennessee to have a Remote Locker, but we are having some technical difficulties. Justin McClure, head of County IT is here to discuss some of the challenges and solutions identified.
  - The Locker has arrived at Louisville Town Hall however, there is no networking in Louisville. The closest fiber is at Topside Rd. It would cost more than \$100k to send the fiber to Louisville. Instead, IT sent one of their computers to Town Hall to be set up there and remote into the Locker system. IT talked to Bibliotheca who got worked out.
  - BCPL will have training on the Locker next week.
  - We will have a grand opening hopefully in early December.
  - As a side note, Justin explained that Townsend is on our Fiber. The County paid for Townsend elementary school to be connected so if we ever want to put a Locker in Townsend, it will be a much easier setup.
    - Lauren suggested we think about the Townsend visitors center for next Locker.
- In Youth Services the monthly Spanish Storytime through Maryville High School Spanish Honor Society has been a success and continues our mission here at the Library.
- In Reference, we participated in the Tremont Writer's Conference. Several staff and FOL members including our Writer-In-Residence were included. Also, the Library helped out with the New York Times Style Magazine. BCPL contributed a photo from the Garner Photo Collection. This focused on black Folk musicians and the genres' deep history in rural Appalachia.
  - The entire collection has not been fully digitized yet but a Reference Librarian oversees it.
- The donated Lamar Alexander maps now have incredible descriptions and PR will have them printed soon. Our Reference Librarians identify and explain everything on the map from the 1750s to the end of 1700s. Andy Simon expressed that one of the interesting things found on the maps was the Meigs Line which was a boundary between the Cherokee nation and the United States. You can see this in real life if you'd like, part of which is one of the trees in front of Blackberry Farms. Once the descriptions are printed on poster board we will invite the Daily Times to come out and unveil it.
  - Currently this is not digitally displayed on the Website.
- Collections: 737 books-where do they go to be culled-go to FOL unless in bad shape-go to recycle
- In Patron Services we have completed interviews for the Patron Services Manager and offered the position to a candidate. We are still awaiting the background check and drug test results. All the candidates had previous library experience with specialties in Patron Services and Master's

degrees in Library Services. We are very excited for this new addition. During the interim period before the new Patron Services Manager begins, Summer will oversee Patron Services.

- Manny attended the Level 5 Summit at the East Tennessee History Center. He had a great time and it was a wonderful opportunity to converse with other Library Directors around the state, issues they are all facing, as well as solutions and suggestions. This 2-day Summit's workshops were fantastic and included Hiring, Budget Presentations, Working With the Board of Trustees...etc. Manny is looking forward to next year's Summit.
- Anjanae is wearing the new BCPL Logo T-Shirt tonight. We have gotten a tremendous response! Manny is very thankful to the PR team and is very proud of what they have accomplished. He also thanked Visual Voice, the marketing firm who worked with us. "It was a grand slam".
  - These T-Shirts are not mandatory wear but are a great way to show support for the Library especially at events such as Christmas parades, Touch-A-Truck events...etc.
  - Manny read a Patron email aloud which was incredibly affirming and encouraging. The patron expressed their gratitude for the inclusivity and the energy it took to make this new logo a reality.
  - Board members congratulated the staff on the new logo and all the hard work that went into it.
  - Anjanae thanked the Friends of the Library for their achievement. This new logo is a feather in the cap of all who had a part to play in the process. It was wonderful to see how Visual Voice took input and helped shape it into this logo. "The library is so much more than the building".
- Regarding the Remote Book Locker, 5 staff members will be in charge of supplying and removing materials from there. BCPL will cover mileage for staff and we do have insurance.
  - Tim Moore suggested in the future to work on an aerial autonomous delivery system for materials. Manny would love to be the first in Tennessee with this type of system.
- Andy asked a quick question regarding old books and where they go when culled from the BCPL collection. If the materials are in relatively good condition, they go to the Friends but if they are not they are recycled.
- Financial Report- Anjanae expressed that we are tracking very well. Operating Expenditures specifically Salaries are below the expected projection of 34.61% for the year. In the first quarter, we had 6 staffing changes, so that's why we are seeing a reduction there. Low Operating expenditure is due to General Maintenance taking care of the building and property. Which looks great! The County has not yet debited the operations line where the general maintenance funds live, thus be aware it will transfer over to next month's report. Our Revenue is doing well. It may look slightly inflated due to receiving 2 payments from stakeholders as well as the Foundation donation which is included in the Revenues.

#### **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.
- Chad and the entire Board thinks the new logo looks tremendous! The design and especially the slogan "bound together". There is so much about the Library that everyone believes in. It's a pillar of the community. Chad gave kudos to a great job and expressed that there are so many focal points that they can fundraise on.
- The Foundation is losing some long time board members. It is an important time of expansion. Please let CHad know if you think of someone who would be a good fit.

- The Foundation is needing to know what the Long Range Plan and goals are for the Library. They need to hear what we are planning and what the costs are.
- The focus on the next couple of weeks will be getting their Annual Campaign letters out.
- Chad feels like with the architectural drawings the Foundation has a good comprehensive plan to bring to the Board with which to initial a capital campaign.

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

- Dee Barham gave a report on the Friends.
- The Friends received a very large donation from Dotson Memorial who closed their school/library. They are still processing this. In the donation was 7-8 boxes of sheet music.
- The Friends are preparing for the next quarterly book sale on December 7th, 8th, and 9th.
- Around mid to late October ebay sales surpassed last year's sales!
- Other than that, it's the usual stuff; volunteers in and volunteers out.
- In need of Elevator operators for about 1-2 hour shifts.
- A few Friends volunteers will be participating in the Christmas parade who will hand out books rather than candy. They have been setting Chikfila and Imagination Library books aside to pass out.

**Report of Ocoee River Regional Library, Liz Schreck**

- The Ocoee River Regional Library October 2023 Report, and the READS FY 2022-23 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck was absent but able to attend via Zoom and share updates from the Regional Library.
- The Ocoee River Regional Library hosted the Level 5 Directors summit. There were about 23 libraries represented there. Liz was very pleased with the turn out and they plan to have it in Knoxville next year.
- There are many training opportunities. It is required for staff at every level to get continuing education hours. On December 5th there will be a Restoration in the Workplace workshop by Mary Brown which will focus on healthy and supportive relationships with colleagues.
- There will also be offered on January 9th a Long Range Planning workshop hosted by Jenny Giliham.
- During the potential down time in December and January, Liz encourages staff to check out Web Junction and Niche Academy for training opportunities.
- The LSTA Tech Grant is in full swing. Folks could begin spending in October.
- The Tennessee Department of Economic and Community Development grants are available. The deadline is December 6th.
- Highlighted in the ORRL Report this month were services from the Tennessee Library for Accessible Books and Media, previously known as the Library for the Blind and visually Handicapped. It is based out of Nashville which has a massive Large Print and Braille collection.
- Liz continues to encourage Board members to complete Tennessee Certification modules online.

**Gift Committee Update, Logan Hill**

- There are no updates at this time.

**Long Range Plan**

- There are no updates at this time.

#### **Old Business**

- There is no old business.

#### **New Business**

- Proposed Polling Place, Petitioning and Political Campaign Policy was discussed.
  - Edits were suggested such as changing the heading to “Petitioning, Polling Place and Political Campaign Policy”.
  - It was also discussed how Summer distributes newly approved policies to staff via the web portal and email.
- Safety and Security Discussion

Dawn Reagan made a motion to appoint a Safety Committee to investigate our security issues at the Blount County Public Library. Tim Moore seconded the motion. The motion carried.

- Notes from the Safety and Security Workshop will be distributed to the newly appointed Safety Committee members, to give them something to start with.
- Please let Stephanie or Manny know if you are interested in being on this Safety Committee.
- There will most likely be a Special Called Meeting in December to vote on the Book Return Drawings. It was discussed whether those votes could be electronic and after guidance from Liz Schreck, it was determined e-voting was ill advised and thus there will need to be an in-person Special Called Meeting. The Covid provision extension from Governor Lee for governing bodies meeting electronically was not extended beyond April 2021 for governing boards.
  - This Special Called Meeting to vote on the Book Return drawings should only take about 5-10 minutes. As a reminder, there must be 5 Board Members present to have a quorum.

#### **Funding Requests:**

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

#### **Happy Thanksgiving and Merry Christmas Everyone!**

There will be no Board Meeting in December.

#### **Important Dates**

##### **Other Library Meetings**

Blount County Commission Meeting – 16 November 2023, 7:00 pm – BC Courthouse

**Board of Trustees Meeting  
21 November 2023 Minutes**

Blount County Friends of the Library – 28 November 2023, 4:00 pm – BCPL  
Foundation for the Blount County Public Library – 15 December 2023, 8:00 am – BCPL  
Maryville City Council - 5 December 2023, 7:00 pm – Maryville Municipal Bldg  
Alcoa Board of Commissioners - 12 December 2023, 7:00 pm – Alcoa Municipal Bldg  
Next Library Board Meeting – 16 January 2023, 5:30 pm, Sharon Lawson Room

**Motion to Adjourn:**

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

The next Library Board Meeting will be held on 16 January 2023, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale

DRAFT