



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

**Staff Attending:** Manny Leite - BCPL Director, Anjanae Brueland, Summer Dale (via Zoom)

**Visitors:** Dee Barham - Friends of the Blount County Public Library, Liz Schrek (via Zoom) - Ocoee River Regional Library, Mariah Franklin - The Daily Times, Eric Bowen (via Zoom) - Johnson Architecture, Dick Burgess - Friends of the Blount County Public Library FOL, Laurie Small - Friends of the Blount County Public Library

**Call to Order:** Stephanie Thompson called the Blount County Public Library Board to order on 23 January 2023 at 5:30pm.

Stephanie thanked everyone for being present today. The Library had been closed due to inclement weather and thus we had to postpone the 16 January 2024 Board of Trustees Meeting till today. Thank you to Manny and the staff, Blount County, and City of Maryville and all who helped clear the parking lot of snow.

**Approval of Minutes:** Susan Williams made a motion to approve the 21 November 2023 BOT Meeting minutes. Dawn Reagan seconded the motion. The motion carried.

Lauren Emert made a motion to approve the 21 November 2023 BOT Safety Workshop and Long Range Plan Meeting minutes. Tim Moore seconded the motion. The motion carried.

#### **Public Comment**

- The board heard comments from 0 members of the public.

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

- The Board met Rebecca Melvin, the new Patron Services manager and Stephanie welcomed her.
- Stephanie thanked Summer Dale and the Patron Services staff for filling in and stepping up during this interim period.
- Stephanie and Manny met with the artist of the Joy Bishop sculpture. An issue was raised regarding the weight. The sculpture will possibly be in the Entry Rotunda. The artist encourages the community interaction with the sculpture
  - It will be epoxied to the floor which will enhance stability but not be a permanent fixture.
  - March 22nd at 5:30pm will be the Joy Bishop Sculpture reveal. This is a soft reveal.
    - To include donors and Library Board members.
- Logan Hill and Susan Williams will be rolling off the Board in June 2024.



- Board members can make recommendations to the Maryville and Alcoa City Council as to who should replace them.
- Submit your recommendations by April 2024.

**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: Noon Year's Eve went great! There were noisemakers and a lot of fun! It was packed. Santa worked out very well for Christmas. December brought many illnesses which circulated through the Library.
- Reference and Patron Services: The main gallery display looked awesome. It was retro themed with a Christmas tree that held Letters to Santa, chairs, shag carpet and even a lava lamp. Lacy Lyon and Penny Stewart did a great job!
  - There were a number of concerts during the holidays. We had a wonderful turn out for the Flying J's. Grace Notes flute ensemble and the Knoxville Opera put on some beautiful concerts.
  - We will be bringing back the Southern Appalachia series under Reference Librarian, Savannah McCarter.
    - February 5th at 6pm Early Peoples to Civil War: The People of Southern Appalachia by Dr. Aster of Maryville College
  - February 10th at 2pm will be the Valentines Harp Concert
  - February 27th Focus on Seniors will return on "Hearing and Vision"
  - March 16th will be our next annual Seed Swap
- In the Collections department, we want to give a special shout out to the volunteers. They repair damaged books and they do such a wonderful job. We are very grateful for them.
- Patron Services has a new manager, Rebecca Melvin. She started yesterday, 22 January 2024. She's already knocking it out of the park!
- Rebekah Moses to begin tomorrow, 24 January 2024. She will be the new Accounting Clerk II. We are excited for her to begin.
  - Anjanae has been wearing multiple hats during this interim period and has done a wonderful job. She's very grateful for Rebekah to begin.
- Thank you to everyone who attended the BCPL Remote Locker grand opening at Louisville Town Hall. Mayor Mitchell was there as well as Friends representatives, the Mayor of Louisville, News outlets, and several Board members
  - Manny was able to get the locker up and running. It's doing very well! The Book Return over there is a big hit and is well used! Thank you to all Board members for getting this project off the ground but especially Andy Simon who was the first to get on board.
- Manny will speak with Don Stallions regarding the door stops in the restrooms not working properly.
- All BCPL staff are required to complete Ryan Dowd's guide to Homelessness training.
- The second group of Walkie Talkies is on its way.
  - In addition to staff, these will go to the Friends and A Place To Stay and Be Aware Blount



### Report of Financial Services and Public Relations, Anjanae Brueland

- Last Board Meeting we introduced the new BCPL Logo and branding guidelines.
  - The Story page is in the Board packet regarding our “bound together” tagline and gives a little insight to the story of how we want to be perceived and inject ourselves into the Community.
  - When shared with the staff this was a personal professional highlight. To see a group of people have an aha moment
  - Thank you again to our wonderful valuable Friends without whom none of this would have been possible
  - The rollout has been well received! A big “thank you” to John Fishbauch who came and spoke to staff. He reiterated to the staff the importance of making sure that our internal and external messaging are consistent and have a tone and a flavor.
  - Shoutout to Beth Hall and Zoe Ballew who live and breathe it.
  - Thank you to Manny for his leadership. The organizational culture here has changed significantly. It is wonderful and joyous and all we hoped it would be!
  - Today, 23 January, WBIR News Channel’s Katie Inmen came by and interviewed our Reference Librarian Savannah McCarter and Children’s Librarian, Anna Uptain. We were featured in the *10 About Town* segment.
    - Lauren Emert shared how the Blount Partnership has worked very hard to have a dedicated Blount County spotlight in the *10 About Town* segment on WBIR. She encouraged BCPL to take full advantage of this.
  - Anjanae is very glad Rebekah Moses is starting. Rebekah will be part of the cash handling and making sure staff service desks have the ability to accept cash and the right cash. Rebekah will also have a support role in Patron Services.
  - On 16 February 2024 BCPL Public Relations will be hosting the Maryville High School Marketing team. PR will discuss how BCPL markets and what our structure’s like; We will explain how we communicate our internal and external messaging. We are very excited! They are amazing kids.

### Report of Foundation Board, Chad Hampton

- Chad Hampton was not present to give a 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.
- There was another successful book sale downstairs for the month of December. We grossed over \$13,000.
- Ebay sales have been great! Dee has happily been bragging about the record. Ebay grossed over \$138,000.
- A bright spot has been membership things such as the Hot August Nights membership table which brought in many new members and volunteers. Usually membership brings in around \$10,000/year but already at this point in the year membership has brought in over \$7,000. The team is doing a great job!



- Memorial donations fund is already over \$3,000. Kathy Thompson can use that money for Collection Development.
- Regular donations are coming in fast and furious too. Its been a successful first 6 months and the Friends are looking forward to seeing what kind of records they can set.
- 2024 is the 50th anniversary year of the Friends. They have lots of plans starting on 29 February 2024 with a Leap into Friendship. There will be a Scavenger Hunt for things the Friends have funded.
- There will also be a donation page on their website for \$19.74 which is the year the Friends started.
- There will also be a Display Case set up, with balloons and cookies to celebrate the kick and they are working up a press release with the Daily Times.
- Stephanie appreciates all the Friends.

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

- The Ocoee River Regional Library Report, and the READS FY 2023-24 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck shared updates from the Regional Library.
- There was an excellent long range planning inservice on 9 January 2024.
- They are looking forward to participating in the statewide training in Early Math Literacy workshop at Sevierville's King Family Library on 23 February 2024.
- Encouraging folks to continue their continuing education. All paid staff must complete a number of hours. BCPL always does a fantastic job of getting that done!
- The Tech grant spending deadline is 30 April 2024.
- Liz distributed the Standards Analysis Report. This is an annual report distributed to the Board based off of the standard survey that Library Directors complete. This goes over all the various categories: personnel, budget, governance, tech, community relations...etc. These standards are an in house evaluation tool to be used to look at when BCPL is long range planning. There is not a lot that BCPL does not meet, so excellent work! Hopefully there will be some revisions and revamping coming soon in the next year or so.
  - FY 22-23 column are the responses from the Library for that fiscal year
  - The Level 5 Average column is the percentage of Level 5 Libraries across the state that meets those particular standards.
  - The Tennessee Average column takes into account all levels of libraries across the state that meet each standard.
- Also included in the packet is the READs report which reflects the Circulation Statistics with regard to TN READS consortia which is the Libby App.
- ORRL highlighted BCPL's "Letters to Santa" which Liz felt was a fun thing to have in their December Report.
- Congratulations to all those year end campaigns going on. The BCPL Friends group does an amazing job!



- Liz encourages all Board members to complete their training.
- County reporting including the National Cyber Security Review is going on state-wide/nation-wide. Our state IT folks are assisting Libraries in TN complete these surveys.

Before moving on to the Safety Committee Meeting Updates, the Board discussed and voted on the Book Return Drawings. This can be located below under Old Business below.

### **Safety Committee Meeting**

- Andy Simon spoke regarding the Safety Committee updates.
- He complimented Stephanie and Manny on this wonderful Committee.
- The Safety Committee included Andy Simon (Library Board Trustee), Manny Leite, Summer Dale, Chelsea Tarwater (Youth Services Manager), Chelsea Mathenia (Hospitality Manager), Dick Burgess (BCPL Friends), Justin McClure (County IT), Lt. Scott Spicer (Maryville PD), Blount County Commissioner John Giles.
- The SARA system was discussed which is up and running. It was tested during the meeting which was great.
  - Discussed adding lavaliers or pendants attached to the SARA system.
- We tested Walkie Talkies which worked.
- Wifi tables were discussed regarding their operating time of dawn to dusk (8am-8pm).
- All were in favor of the Children's room door/entrance to increase security in the Youth Services department.
- There was discussion regarding placing a notebook in each department holding pictures of people who have been "not trespassed" so that staff know who should not be in the Library.
  - This is a legal option.
  - Tim Moore posed the question of facial recognition software on the Cameras. This will be brought up in the next Safety Committee meeting.
- There was a request for a part time police presence. Lt. Spicer said that he would be in favor of sponsoring this. He explained that BCPL had a police presence years ago and what a deterrent it was. Manny was encouraged to add this to the budget.
  - Also some discussion on a part time Maintenance person at night who can assist staff as they are leaving at night.
- Susan asked if there had been any other incidents recently. The response was "no".
  - The police still do drive-bys and walkthroughs throughout the day and evening
- There was a request for motion detectors and alarms in the lower level.
- Discussed the Administration hallway and possibly using gates to close it off or a badge swipe entrance.
- Lt. Spicer brought up having motion detector lights in the bathrooms.
- Lt. Spicer also suggested a vent in the bathroom doors so that you can hear what's going on inside.
- The Police Department suggested "no loitering" signs scattered around the parking area.
  - Andy called and ordered signs from Maintenance
- The Friends have requested automatic door closures and panic bars on the exterior doors of the lower level.



- There was discussion regarding having a total security audit of the building. Commissioner Giles will contact Homeland Security.
  - Agent Nicole will be here at 10am on Monday.
- The Police Department suggested that we do background checks on all volunteers. We do not do that currently.
  - Tim Moore agreed with the background checks if you work with children.
  - Lauren questioned Liz regarding if anyone has recommendations or if the County has a particular service they use. Liz said she could check into it.
    - It costs between \$120-\$150 per person per background check.
    - Dick Burgess expressed that if BCPL institutes a background check to volunteer then the number of volunteers will decrease dramatically.
    - Currently there are no volunteers in the Children's Department
      - Anjanae explained that we want our children to interact with the Librarians and parents rather than volunteers.
- Stephanie Thompson was the guest speaker this past meeting. She did great!
- The next Safety Committee meeting will be 7 February 2024 at 4pm.
- Don Stallions will be joining the Safety Committee.
- We will bring any Safety Committee recommendations to the Board for a vote.

Stephanie thanked Andy for his thorough update.

#### Old Business

- Book Return Drawings were presented.

Dawn Reagen made a motion to accept the Book Return Drawings. Lauren Emert seconded the motion. The motion carried.

- Andy Simon did have a question regarding the drawing. In one photo there was a door with no glass coming out of the book drop area. Eric explained that this is a graphic representation of the doors and may not show up on the floor plan. If the view of the door does not have glass Eric stated that they can add the glass.
- Lauren Emert asked for clarification on the HM frame. Eric explained this is a Hollow Metal frame and that would match with the others in the building.

Stephanie thanked Eric for joining the meeting.

- The Proposed Polling Place, Petitioning and Political Campaign Policy was presented.

Dawn Reagen made a motion to accept the Polling Place, Petitioning and Political Campaign Policy. Susan Williams seconded the motion. The motion carried.

- Andy had concerns regarding the 60 day advance on implementing signage. He felt that this was too early.
- It was determined that the 60 days was a City policy not just a BCPL policy.
- Early Voting will begin on 12 February 2024.
- The County Commission will mark the 100 ft restriction.



### New Business

- The Trustee Bylaws Policy was discussed. No action was taken.
  - There were some spacing issues within the typing which will be corrected.
  - Susan mentioned the Mission Statement and would like it to align more with the mission of BCPL.
    - Shawn Graham expressed that since the Board members are appointed by city councils or county commissions then these Bylaws need to be filed with the Secretary of State.
    - Stephanie will look at other Trustees Bylaws- and do some research.
    - Shawn questioned section 2.6.3 Remote Participation which discusses participation via Zoom in order to have a quorum.
      - Liz expressed that the legal council recommendation was that once the Governor's order during the Pandemic ceased to continue then Trustees were unable to participate virtually.
      - This statement may need to be removed from the Bylaws.
      - We get clarification from the County Attorney.
- Director Manny Leite's Evaluation was discussed.
  - Stephanie expressed how proud she is of Manny this year.
  - Stephanie pulled some of the comments and summarized them and they will be distributed to the Board as soon as they are typed up.
  - Manny thanked the Board for another great year. It's been a heck of a year! He thanked everyone for their support and how helpful they've been during difficult times. Manny feels that the score reflects the staff and that he wouldn't be where he is without them. Manny is excited to start this new adventure. He thanked the entire staff but especially Anjanae and Summer who work so closely with him.
  - Staff Advocates are not having to deal with any drama and are instead heading up more of a party planning committee which is wonderful. There will be some staff-wide activities in the near future such as going to Creative Spark, Cinco de Mayo party, possibly even a Smokies baseball game and family picnic.
  - Manny thanked the Friends and Foundation as well as the Community for being so welcoming even during difficult times.
  - Lauren Emert expressed how proud she is of Manny and to be on this Board. Her biggest compliment was regarding how Manny solidified BCPL's relationship with the Government. The review was easy to do!
  - Susan Williams thanked Manny for all that he's done!
- Andy asked about the Book Drop hours of workers, what their rules are, can they use the bathrooms, lounge...etc
  - There will be a meeting to discuss these thoughts.
- Tim Moore posed the question of why BCPL does not have a Fax Machine.
  - Anjanae expressed that we do offer scan to email rather than fax.
  - In order to add this feature it would be something like \$800. Our IT department is at a Security level that we don't need to invest in.



- BCPL does not get many Fax requests.
- Andy asked for an update on getting shirts with the new BCPL logo.
  - Anjanae expressed that PR is working on that now. There was a delay due to the inclement weather.
  - These next round of shirts will not say “staff” on the back.
- Finance Report, Anjanae Brueland
  - BCPL was awarded the LSTA grant of \$3,586 matching. We need to spend just over \$7,000. The Friends make this possible for us!
  - We purchased new Square Point of Sale terminals for each of the access points. There is now a center station. These POS systems provide greater safety and visibility and we are very excited.
  - We are able to purchase 3 laptops with those funds. We are bumping up the credit card for Friends. We are getting a new screen for Mondo Pads for the Learning Lab
  - Digital signage is now up and running! Shout out to Zoe Ballew, Online Services Coordinator!
  - Our TOP (Technology Opportunities for the Public) grant is tracking well! Attendance is high since switching up the marketing by repackaging them in tracks.
  - The Arconic Hospitality grant is going well and just submitted its first invoice.
  - Later this month will be the World on the Move exhibit announcement. Press to come out next week. We are very excited about this exhibit in 2025.

#### **Funding Requests:**

- Many presented the following Foundation Funding Request:
  - There were no Foundation Funding requests for January 2023.
- Many presented the following Friends Funding Requests: Large Format Printer
  - We made this request in July and what was selected was a plotter printer which is great for architects but not us so much for what we need. In order to get the graphics printer this is the difference. We are asking to use the already granted \$3,519 and repurpose \$1757.44 that were allocated to the LSTA fund over to the Large Format Printer.
  - We are not asking for more money, we are requesting to reallocate the funds.
  - This matching grant was a bit lower than the amount we usually get and so we don't have the same matching requirement that we usually do.
  - This printer is not available for public use because we don't know what to charge. We also don't want to compete with other companies that already provide this service.
    - It is used in-house and we do help out partners.

Dawn Reagan made a motion to grant the relocation of funds for the purchase of the Large Format Printer. Lauren Emert seconded the motion. The motion carried.



**Request:**

- The Active Attack Training Request for a 12pm opening on 21 February 2024 was presented and discussed.

Dawn Reagen made a motion to allow the Library to open at 12pm on 21 February 2024 to allow staff to participate in the 2nd Part of Active Attack Training. Tim Moore seconded the motion. The motion carried.

**Important Dates**

Other Library Meetings

Blount County Commission Meeting – 21 March 2024, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 27 February 2024, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 15 March 2024, 8:00 am – BCPL

Maryville City Council - 5 March 2024, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 12 March 2024, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 19 March 2024, 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 20 February 2024, at 5:30 pm, in the Sharon Lawson Room.

Respectfully submitted,

Summer Dale