



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

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

Visitors: Dee Barham - Friends of the Blount County Public Library, Bill Pope - Blount County Public Library Foundation, Liz Schrek - Ocoee River Regional Library, Mariah - The Daily Times

Call to Order: Stephanie Thompson called the Blount County Public Library Board to order on 14 May 2024 at 5:37pm.

Approval of Minutes: Dawn Reagan made a motion to approve the 16 April 2024 BOT Meeting minutes. Susan Williams seconded the motion. The motion carried.

Public Comment:

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

TCRS Sick Leave Policy Review by Justin Ball:

- Justin presented on the TCRS Sick Leave Policy.
- Currently both the Library and Sheriff's Department do not match the County's policy.
 - We do not have the sick leave provision with TCRS.
 - Currently, unused sick leave is not allowed to be used for credit.
- This provision allows employees who retire to use unused sick leave towards retirement credit. Every 20 days of unused sick leave would be equal to 1 month of TCRS credit
- Brian Baldwin from Finance contacted Manny about wanting to hire an actuary to perform a study of both the Library and Sheriff's department to bring before the budget committee in a few months.

Dawn Reagan made a motion to allow the Library to be included in the Finance Study regarding TCRS Sick Leave. Logan Hill seconded the motion. The motion carried.

- Manny to update the Board once he hears back from Brian or the results of the Study.

Report of Board of Trustees Chair by Stephanie Thompson:

- Stephanie thanked Justin and everyone for being here.
- The Lactation Pod has been installed.
 - Once Dee is back in town there will be a kick off/grand opening.
 - There are many moms already using the lactation pod.
 - Stephanie encouraged the Board to step in and take a look at it.



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: Mini-Con is in a couple of weeks and we are expecting a plethora of people to participate in this fun comic convention here at the Library.
 - This will be an all day event and coincides with the Friends Book Sale.
 - There will be food trucks, vendors and characters in costumes.
 - Summer Reading will be in full force with some really cool programming. The Children's librarians will be camp counselors and the department will be decorated with a summer camp theme
- Reference: Programs hit a record high with Homeschool 101. Sounds of Spring in April had a great turnout and was a lot of fun. There were 155 in attendance for the Focus on Seniors program on Wills, Trusts, and Powers of Attorney. We continued with our Southern Appalachia Series featuring Amy Campbell on Food Traditions in Southern Appalachia.
 - Andy asked about the Cake Pan rentals in Reference.
 - Kathleen was given them years ago and Alicia has taken them over this last year. Patrons can check out cake pans for 2 weeks in shapes such as Batman, Dinosaurs, Baseball or Holly Hobby and then return them once they are cleaned.
- Andy asked about the potential for electric plug-ins for electric vehicles at the library.
 - Manny expressed that this is in his Long Range Plan for the next year.
- Hospitality Services: Tisha Chauncey, our newest staff member in the Cafe, has been doing a great job and fits right in with our dedicated staff!
- Patron Services: The Main Gallery has a new plant display. Manny thanked the staff for taking proper care of these plants. The display looks great!
- Administrative & Projects: Chelsea Mathniea met with Moe Click, the Admin or Elections, and went over the game plan for Early Voting at the Library.
 - Early voting at the Foothills Mall will no longer happen and thus we will be hosting it here.
- Manny met with the departments about their Long Range Plans, both short and long term, as well as pie-in-the-sky.
 - Some of the pie-in-the-sky thoughts were a rooftop garden, staff shower, jumbotron, auditorium...etc.
 - Manny will be meeting with them in the next couple of months to meet again regarding the long range plan. Both the Bathroom and Elevator in the Basement are definitely on this Long Range Plan.
- Manny gave everyone a heads up that coming this Fall he will be requesting that the Library be open after hours from 6pm-8pm for a Silent Disco featuring a Taylor Swift channel and other dance music.
- **Anjanae gave an update on PR:** The PR team is going through an exciting year! Our branding project is in its final element which is the Mascot. We started a poll to choose its name from the community. If you have not cast your vote yet, please do so on social media. Voting is open till May 17th at 5pm. So far we have had 1,228 responses to date!
 - He/she will be revealed at Min-Con!
 - The PR team is wanting to create connections and opportunities by exploring High School work study programs and job internship opportunities.



- This will begin in August and will be a max of 80 hours over the semester. We are hoping to develop the creation of a community photo library. Where Blount County library promotions will begin showing our faces, the faces of Blount County's citizens. We are excited about the possibilities and to continue to develop and grow, starting with Maryville High School and then shared with Blount County and Alcoa High School in the future.
- BCPL's Facebook page now has over 12,600 followers! Please give Beth Hall, our Public Relations Coordinator, a high-five for making this happen! And a shout out to Zoe Ballew, our Online Services Coordinator, who is working quietly in the background. When she arrived, the website was just getting a new look and now she is constantly on the back end tidying up files and making the language more user friendly and intuitive. The PR team is going gangbusters and I'm really proud!
- **Anjanae presented on the Budget:** 99.32% of overall Revenues are in, as of April 30th.
- There are still 8 weeks left to bring in further incomes.
- The budget is tracking very well!
- You may note the Operating numbers from the last Board packet have increased significantly due to the \$99,537 transferred to General Services.

Report of FY2025 Annual Budget Presentation:

- The FY2025 Budget Presentation was emailed and passed out prior to the Board Meeting.
- This includes the annual budget for Library personnel and operations.
- The main takeaways are that we did not ask for any increases this year.
- It does look like the County has increased personnel pay by about 3.22% for a Cost of Living raise.
- The actual increase is \$31,100.
 - These numbers are from the budget that was provided by Finance.
- We are very happy with the projected budget to be approved by the Commission in June.
- Dawn Reagan explained that when Commission sees the budget for the County departments they see a line item that says "Library".
- There was more discussion about maintaining positive relationships with the County, following their directions, and how fortunate we are to get a raise.
- Tim suggested that we have a transparent conversation next year a little before this time with Finance to explain the budget process and open communication.
- A suggestion for next year is that the Budget be presented to the Board before it is presented to the Commission.
 - Manny requested that if the Board does view the budget next year before commission, that they really take into account the suggestions of the Library's Administrative team who have researched the Operational numbers and are on the front lines.

Report of Foundation Board, Bill Pope:

- Bill Pope was not present at tonight's meeting.

Report of Friends of the Library, Dee Barham:

- Dee Barham was absent from tonight's meeting.
- Laurie Smalley gave a report on the Friends.



- Laurie began with “No one can replace Dee!”
- The next book sale will be on June 8th, the same day as Mini-Con.
- Lobby sales and small book store sales are attended to every single day and make about 4 times as much as they were a couple of years ago.
- We received a donation from Alcoa Middle School, so we’re working through that.
- Ebay had another great month, a little over \$13,000 gross in April! Out of that comes all their shipping costs (high 20%).
- The Golden anniversary is moving forward. There will be a tent to be used by the Writer-In-Residence (WIR) and the Vietnam Voices kick off.
- Saturday will be the Anniversary kickoff. The WIR will MC this event, there is a band lined up, food trucks have been coordinated by friends.
- In April there was sparkling cider and cookies offered that was well attended by volunteers and library staff.
- During Mini-Con there will be a map to share alternative parking options near the Library.
- There is a meeting coming up regarding the Golden Anniversary with Manny.
- The Friends have decided on a menu and a place for the October celebration with a silent auction.
 - Pellissippi will be catering. The food will be really good and a learning experience for them so the Friends won't have to pay for the location.
- All officers that were nominated have accepted.
 - Vandy Kemp will be returning as the new president.

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 presented from the Regional Library.
- The last Regional in-service on library marketing and social media was today.
- Liz highlighted some workshops that TN State Library and Archives provide to currently practicing archivists or librarians with historical and archival paper materials in their collection.
 - ORRL has also hosted a regional in-service where archivists come and discuss collections care and preservation for library staff in the past.
- The Tech Grant applications are due June 17th.
 - ORRL requires all paid staff to obtain continuing education hours which must be completed by June 30th.
 - Library Service Agreement is coming around again which needs to be signed.
 - Title VI training for staff has been required the past several years and is a requirement this year.
 - If the county provides Title VI training, then Blount staff may use that.
- The Standards Survey deadline is July 15th. It is open for completion now.



- She encouraged Trustees to complete the Trustee Certification program if you haven't already.
- Liz is looking forward to seeing what each Library does with their summer reading program.
 - It's a fun theme "Adventure Begins at Your Library"

Long Range Plan Committee:

- Manny has been working with staff regarding their departmental wants and needs.
- Stephanie stated that the Board should get together in the next month or so, possible July, to discuss how to proceed with plans.

Nominating Committee Appointments:

- Tim explained that the Nominating Committee met before this Board meeting regarding officer nominations.
 - Secretary - Summer Dale
 - Vice Chair -Stephanie Thmpson
 - Chair - Lauren Emert
- The Board will vote in June on these nominations.

Be Aware Blount MOU

- Manny explained that this MOU for Be Aware Blount has been approved by the County Attorney.

Shawn Graham made a motion to approve the MOU for Be Aware Blount. Logan Hill seconded the motion. The motion carried.

Old Business:

- The **Trustee Information Sheet** was presented.
- Edits and suggestions were discussed.
 - Indication of candidate's representation: Blount County/Maryville City/Alcoa City
 - "Application" change to "Information"
 - Spacing issues were discussed.
- At the end of the day it is up to the Funding bodies who they appoint however, this Information Sheet will be helpful in identifying potential candidates.
- Manny and the Board Chair speak to the funding bodies when a new Board appointment comes about.

Greg Brakebill made a motion to accept and approve the Trustee Information Sheet. Shawn Graham seconded the motion. The motion carried.

- The **Borrowing Privileges Policy** was presented.

Logan Hill made a motion to approve the Borrowing Privileges Policy. Dawn Reagan seconded the motion. The motion carried.

- Edits and suggestions were discussed.
 - Spacing issues were identified.
- The **Circulation of Library Materials Policy** was presented.



Andy Simon made a motion to approve the Circulation of Library Materials policy. Lauren Emert seconded the motion. The motion carried.

- Spacing issues were discussed.

New Business:

- The **Confidentiality of Library Records Policy** was presented and discussed.
 - Edits and suggestions were discussed.
 - Some of the text is in TN code and may be direct quotes. Administration will check into this and reference the specific code if needed.
 - Pursuant to TN code...
 - 10-8-101
 - 10-8-102
 - No action was taken. The discussion was tabled.

Funding Requests:

- There were no Friends Funding Requests.
- There were no Foundation Funding Requests.

Requests:

- Manny requested that BCPL be open on Saturday, October 26th, specifically for the Tremont Institute Writer's Conference Forum on Writing.
 - Jeremy Lloyd from the Tremont Institute spoke regarding this event.
 - The WIR has the opportunity to join this 5 day event.
 - October 26th will be a public conversation with four speakers on stage and featuring Frank X Walker.
 - BCPL closes at 4:30pm on Saturday but would be open for this event from 5pm-7pm with a Q&A and book signing.
 - All participants will be present inside the Library with a few staff to run the show.
 - This event will be open to the public for conference participants, about 30-40 writers from the Tremont Conference. The Library itself will not be made available to the public at that time.
 - The Cafe would also be open at this time.

Lauren Emert made a motion to allow the Tremont Conference to take place after hours on Library property. Dawn Reagan seconded the motion. The motion carried.

Additional Closing Comments: ZOOM

- Anjane touched base on the budget surrounding the question of the \$31,100.
 - The Personnel line shows an increase of \$61,655.
 - There was a decrease in Operations of \$30,756
 - Which is a difference of \$31,100 from last year.



- Shawn Graham inquired about “Other Contracted Services” and what that entailed.
- Anjane explained that when there’s no other rationale to fit in other lines into accountant dont want those lines used
- The first 12 lines of the Budget is Personnel and done by the County.
- Lauren asked if there had been an update on striping the lines in the parking lot.
 - Manny responded that the County is still waiting to dig up the Learning Lab for the bathrooms there and then they will stripe the parking lot after the demolition.

Next Board Meeting will be June 18th at 5:30pm.

- Everyone is invited to a Farewell Reception for Logan Hill and Susan Williams at 5pm.

Important Dates:

Other Library Meetings

Blount County Commission Meeting – 20 June 2024, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 25 June 2024, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 21 June 2024, 8:30 am – BCPL

Maryville City Council - 2 July 2024, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 9 July 2024, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 16 July 2024, 5:30 pm, Sharon Lawson Room

Motion to Adjourn:

Andy Simon made a motion to adjourn the meeting. Lauren Emert seconded the motion. The motion carried.

The next Library Board meeting will be held on, 18 June 2024 at 5:30 pm, in the Sharon Lawson Room

Respectfully submitted,
Summer Dale



BLOUNT COUNTY
PUBLIC LIBRARY
Bound Together

**Board of Trustees Meeting
14 May 2024 Corrected Minutes**