



Trustees Attending: Lauren Emert, Stephanie Thompson, Andy Simon, Greg Brakebill, Becca Wolfenbarger, Dexter Stewart, Dawn Reagan, Shawn Graham

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

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

Call to Order: Lauren Emert called the Blount County Public Library Board to order on 20 August 2024 at 5:30pm.

Approval of Minutes: Stephanie Thompson made a motion to approve the June Board of Trustees meeting minutes and the July Emergency Board of Trustees meeting minutes. Dawn Reagan 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 Lauren Emert:

- Lauren Emert welcomed everyone to the August Board meeting.
- She welcomed and introduced the Library's new Reference Manager, Sara Corso.
 - Lauren complimented Sara on her excitement and contagious smile. Sara Corso (previously Sara French) worked for BCPL before the pandemic and many staff have expressed their excitement at her return.
 - Lauren asked Manny to elaborate on Sara's hiring process.
 - Manny said that he, Anjanae, and Summer interviewed many extremely qualified candidates for the Reference Manager position. At the end of the day, Sara was our top choice. The enthusiasm she brought to the interview, the way she held herself so professionally really impressed us. We are so excited for Sara to come and what she will bring to the table. The previous Manager, Kathleen Christy, did a fantastic job but having Sara come on board, she'll have new ideas and new vision for the department. The staff are so excited for Sara's return and for her to begin on Monday, the 26th.
 - Sara thanked Manny and the Board. She expressed that she is very excited to be back.
 - Lauren responded that BCPL is a very wonderful library and we are all excited to work with Sara.
- Lauren thanked the Board for coming in early to the Long Range Plan meeting.



- She has been reviewing the notes from August of the timeline and expressed that if there is anything a Board member feels passionate about, Lauren asks that they please give their input. The commitment is to get something comprehensive to the Foundation.
- Lauren thanked Manny and BCPL staff for such wonderful Summer Reading programs and events this season. They were very impressive!
 - Lauren was in the library with her kids. She is interested in finding out how many people attended these events.
- The next Trustee Workshop will be at Art Circle on Sept 25th.
 - Lauren supplied that she will be driving there herself and offered if anyone wants to carpool, please just let her know.
- Lauren is excited for David Vinjumori to come at the beginning of September.
 - Please extend the invitation to the Friends and Foundation to attend the Community Forum at 6:30 pm on Thursday, September 5th.
- November 22nd is Staff Development Day and traditionally the Board provides breakfast. Lauren offered that if the Board would like to help or support this please let her know. Lauren will reach back out later regarding contributing to this.

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.
- First, Manny thanked Stephanie Thompson for the slushie truck, which was a huge hit, that she provided to staff. It was what the doctor ordered; it was a warm day and it was nice to see staff outside enjoying the Pelican Snoballs. It's the little things that really go a long way.
- It was a busy busy summer when it came to Adult's and Children's programming.
- Youth Services: Mini-Con, Touch-a-Truck, various challenges, teen programs, food from different countries...etc.
 - Right now, the Children's Department are catching their breath because starting in October the programming begins again, starting with the Fall Festival. Also, we will have Santa coming back for the holidays, and a new years celebration. We are looking forward to all the new programs!
- Reference: Manny again expressed his excitement for Sara Corso to begin. In collaboration with the Friends, the next edition of Vietnam Voices #4 was released in honor of Billy Mincer. Mayor Mitchell read a proclamation, and our Writer-In-Residence Sheri McCarter was the MC. Manny expressed that they couldn't have picked a better day and that it was just great.
 - Upcoming programs: Storytelling event in September and what use to be known as Local Voices will now be called the Anna Belle Smith Literary Festival.
- Collections: Kathy Thompson has included fascinating statistics in the Director's Report packet when it comes to Childrens' check outs and circulation.
- Hospitality Services: The Cafe had its bi-annual Health inspection and scored a 99 which is fantastic! Sales have increased by \$1000 in June and July compared to May.
 - It has been so busy during the summer, Administration could hear it all the way in the back offices!



- Patron Services: Penny Stewart and Lacy Lyon have again created a great display in collaboration with the summer reading theme “Adventure Begins at Your Library”.
 - Manny encouraged everyone to get ready for the September display! It will feature Taylor Swift and some dance themes!
 - Rebecca Melvin, the Patron Services Manager, has included statistics for new library cards made in June and July: June - 517; July - 731
- Public Relations: Since PR works so hard on their beautiful and comprehensive Quarterly Newsletter, Manny asked that Board if we could include this Newsletter in the packet instead of additional Calendars. The Board agreed.
- Administrative & Projects: The Tennessee Advisory Council on Libraries (TACL) have postponed their meeting on September 26th and 27th since it is the same time as the Trustee Workshop.
 - Liz Schreck explained that this would be a bit much if done at the same time. TACL will most likely try to have a virtual meeting later on. Liz will update everyone with more information.
 - The Book Return timeline: It is going in front of the budget committee in September and before the Commission in September, once approved then the Library Board can have its first pre-construction meeting. Then the construction company has 6 weeks to mobilize.
 - Andy Simon asked about the weather’s effect in the winter time?
 - Manny and Anjanae talked about this. We are not sure if they will be ok to work in November or if they will need to hold off until Spring.
 - Greg said the contract usually has language built in addressing this. He expressed that we have had mild winters so it shouldn’t be too bad.
 - Lauren expressed her thanks to the Commission and staff for helping us through this process.
- Finance: First it was asked that if there are any questions over the budget or the upcoming fiscal year, please reach out via the bcpl.director@blounttn.org email so that these questions can be addressed before the next Trustee meeting.
 - Anjanae Brueland shared the numbers as of July 24th addressing last fiscal year in the Board packet (July 1st-June 30th 2024). There is \$161,000 remaining in salary and benefits, that line will settle down come October. This week that was reduced by an additional \$32,000. The accounts are re-settling and adjustments are being made by the County. You will see fluctuations in that.
 - The library did an amazing job with the library-generated revenues. That \$13,860 may go up again so Anjanae will be keeping everyone updated. The important thing is that \$300,000 is including the Foundation’s funds. While we did hit our projection it’s not \$310,000 worth. That number includes the \$81,000 Foundation amount.
 - To date, the County says the Library generated revenues are \$242,553.63 and that is without the Foundation’s funds.
 - The Fund balance is only used for one off instances and capital projects such as the roof, re-carpeting or floors...etc. The Fund balance can’t be used on anything else.
 - Anjane explained that we did very well in spending out of Operations and Personnel last fiscal year. We will see again where Personnel settles. Any fund not spent in Personnel means the position was vacant.



- o Anjanae expressed that she is thankful for the questions asked by the Board regarding finances as they are extremely helpful.
- o For this fiscal year, Anjanae passed out an updated Revenue sheet. The one included in the packet had some columns cut off.
 - Corrections were made on the narrative report: Where it has 8%, it needs to be 9.62%. So everywhere that it says 8% correct it with a 9.62%
- o We are still tracking very well and the main thing to recognize when looking at Operations you'll notice the communication line is at 43% because in July we were notified that our phones would be taken out at an annual rate rather than a monthly rate.
- o We have conversation plans tomorrow to further explore and tighten up communications between our department and finance departments and we're looking forward to it.
- o Lauren thanked Anjanae for doing such a good job with the budget. It takes a lot of hard work and is appreciated!

Report of Foundation Board, Bill Pope:

- Bill Pope gave an update on the Foundation.
- The Foundation is working on updating their website.
- The BCPL newsletter has an announcement that directs people to their website so the Foundation wants it to be up to date.
- They are trying to get their members additional fundraising training.
- The Foundation would also like to expand and have more than 5 board members. They have had 5 members for a few years and are excited about expanding over the next few years.
- They have sold 6 tables for the Friends Anniversary Gala so far.
- Lauren shared that at last week's Foundation meeting there was a request for someone on the BCPL Staff such as PR or Summer to be the keeper of the Foundation's login and user name for their website. That way during the Foundation's Board transitions someone else will keep, catalog and store it. Manny agreed, so once the login information is shared we will figure out who will keep it safe.
- Lauren thanked the Foundation for selling the Friends tables.

Report of Friends of the Library, Dee Barham:

- Vandy Kemp was not present but Dee Barham gave an update on the Friends.
- The Teachers book sale event went really well. Free school supplies were donated, Kroger donated apples, Flowers from Coulters, cute bags and even a cup that said "If you can read this thank a teacher".
 - o Dawn expressed that it was really nice. The Friends made the teachers feel special.
- Ebay slowed down a little in July but they kicked it up this month. They made \$2,000 over the weekend. When they came in there were 77 books to ship in one day.
- The Friends have been getting huge donations.
- Donald McMinn donated multiple copies of his religious books that are worth \$80-\$100 each.
- The October Gala tickets will be printed this week. It is moving along rather quickly. There are well over 100 table's tickets sold already.



- They don't think there will be any issues selling the rest of the tickets.
- The 30 donated items for the silent auction will be on preview on the Friends' landing page. They will be getting the QR code out quickly. Pictures have already been taken and the fair market value for the items has been researched.
- The upcoming sale on Sept 5th, 6th, and 7th will need elevator operators if anyone on the Board would like to volunteer.
 - Dee explained that September is easily their most profitable month. More people are buying Christmas presents in September than other months they have found.
- Lauren asked when the Friends send out the link to the silent auction if they could also share the beautiful newsletter with all the details.
 - The Gala will be on October 25th from 6pm-9pm at Pellissippi State College's Blount County campus.
 - There were not enough Board members for a full table so Summer will be reserving one for the Board and BCPL Staff to share.
- Andy asked about large donations and how they are transported downstairs. Dee explained that Dick Burgess brings those downstairs and that people can call him to meet up if they need assistance with their domination.

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.
- Liz passed out completion certifications for the Trustee Certification program.
 - The online program has modules for library trustees to complete covering all kinds of topics that may come up such as policies, planning, bylaws, finance...etc.
 - Dexter Stewart asked about signing up and getting registered. Trustees will have a year to complete the program and it is self paced.
- Liz will be working on getting Trustee Orientation complete for the new Trustees.
- Staff completed their Core Competencies and Liz had certificates for Kelli Jernigan and Lacy Lyon.
- Certifications were also passed out from the trainings-"Building Better Collections" and "Navigating Overdrive Marketplace"
- Liz sent out the registration link for the Trustee Workshop. Liz will assist if there are any questions or issues.
 - Attendance at the Trustee Workshop and completion of the Trustee Certification program helps the library with their tech grant. The more that can do that the better.
- Training coming up: there is no down time in libraries.



- o The annual Public Library Survey for reporting statistics from the past fiscal year on anything and everything will be coming up in September.
 - It's very important because this informs people at the Federal Level about the importance of libraries.
- o Official Area Service Population document to be signed.
- o READs Circulation Statistics was provided in the packet.
- o The blue packet Liz shared has provided training opportunities in the Region and some statewide.
 - Trustee Workshops, Children's Summer reading Conferences, Teen Librarian summits, and insurances
- o Support rankings for TN libraries by the County were also shared.
- o The state Data Coordinator puts this together. This contains the information from annual Maintenance of Effort docs about funding and library appropriations. It goes by each County and looks at the census data (such as population and income) and County's are then ranked from 1 to 95 with the wealthiest County being #1. Then it looks at all of the appropriations within that County, every funding body that contributes (not just the County) and then comes up with an appropriation per capita and then ranks the 95 Counties in terms of how much they provide in library services in each County. Ideally what you want to see is a balance between those two rankings.
 - Blount County is 12th in income and 17th in appropriations which is pretty good!
- Lauren suggested that everyone complete the Trustee training and attend the Trustee workshop.
 - o She attended in 2019 as a brand new Board member and said the Trustee Workshop is impressive. It's a lot to learn. There's bonding and good food.
 - o Liz said multiple regions will come together so attendees get to network with other Trustees.

Committee Updates:

- There are no new updates at this time. Committee members will be doing some brainstorming internally and focusing the shift toward the Long Range Plan.

Old Business:

- The **Internet Safety Plan** was presented.

Stephanie Thompson made a motion to approve the Internet Safety Plan. Dawn Reagan seconded the motion. The motion carried.

- o Andy asked about the electronic download portion on the first page that states "assumes responsibility for damages".



- It was clarified that the portion addresses if a virus or malware is accidentally downloaded or something frightens you...
- There were no other comments.

New Business:

- The Emergency and Safety Plan/Disaster Plan Policy was discussed.
 - Is the name Disaster Plan or Emergency and Safety Plan?
 - There were some spacing issues.
 - On page 12 Stephanie asked about the “Theft, Burglary and Vandalism” portion.
 - What if a patron reports an incident. We will add the verbiage “staff or patron”.
 - It was emphasized that changes and recommendations were incorporated from instruction by Corporal Brakebill.
 - Andy asked about training and reporting?
 - Manny said the staff member involved would file the incident report.
 - Staff are trained on completing this report.
 - Every year we have Risk Management go over the incident reports/instructions.
 - On page 3 “Emergency Equipment” is inspected every 6 months.
 - Andy asked how we know it is completed. Manny suggested adding a form to be dated when the equipment is inspected.
 - This policy will be voted on next month.
 - Lauren suggested sending Summer if you have additional corrections.
 - No action was taken. The discussion was tabled.

Requests:

- Request: Library closure for Staff Development Day on Friday, 22 November 2024
 - This will be a day of training at BCPL and off-site
 - The first part of the day will be all staff training together, the last half of the day the Managers do their own workshops with their departments.
 - managers in the past will visit other libraries. Reference visited Greg McClain...etc.
 - Presenters during the first part of the day includes:
 - Corporal Brakebill will be presenting on Swatting;
 - John Fischbach from Visual Voice will be speaking;
 - Tammy Bolt from the Partnership; and
 - Ashley Fontenot from New hope,
 - Lauren reminded the Board that they will be providing breakfast to the staff. She encourages them to stop by and say hi.

Dawn Reagan made a motion to close the Library on 22 November 2024 for Staff Development Day, Shawn Graham seconded the motion. The motion carried.



- Request: Moving the Board of Trustees Meeting from 17 September 2024 to 24 September 2024
 - Some Board members will be out of town.

Dawn Reagan made a motion to move to the September Board meeting to September 24th, Shawn Graham seconded the motion. The motion carried

- Request: Moving the Board of Trustees Meeting from 19 November 2024 to 12 November 2024
 - Manny shared that the 19th of November is the Annual level 5 Directors Summit.
 - A couple Board members may be out of town.

Dexter Stewart made a motion to move the November Board meeting to 12 November 2024. Andy Simon seconded the motion. The motion carried.

- Request: Library to go Fine Free During the Book Return Project.
 - Lauren explained that this request was researched heavily by staff in similar situations.
 - The request is if we can be fine-free for 2 weeks prior to the construction and then 2 weeks after the construction is complete. We are looking at 3 months give or take for the construction project.
 - Shawn said that since we don't know when the specific dates will be, we should table this idea until we know exactly when that will be?
 - Since this is quite nebulous we would want to be able to communicate this effectively to everyone.
 - Lauren agreed that this would work out with the timing of the next Board meeting. She asks that Trustees take this into consideration for the next Board meeting.
 - The discussion was tabled.

Additional Closing Comments:

- Lauren encouraged the Board to come and check out the cool things happening in the Library.
- Andy asked how the Book Return is going.
 - Manny expressed that the book drop is getting a lot of traction. There are some kinks that have been worked out. If at least one patron uses the Louisville Locker then it is a success.
 - Lauren asked if we could get a one year report on the locker's usage. She expressed that the Town Hall would like that and so would the Commission.
- Shawn asked for an update on No Trespasses.



- Manny said the Library has had a few individuals that Maryville PD has issued a No-Trespass to.
- Manny explains that they seem to happen in spurts.
- Andy asked about the Safety Committee and if there were any updates.
 - Manny explained that there has been no update on the hole in the parking lot, the signs Andy requested...etc.
 - Lauren reminded the Board that some of the recommendations from the Safety Committee have been put into this disaster plan.

Important Dates:

Other Library Meetings

Blount County Commission Meeting – 19 September 2024, 7:00 pm – BC Courthouse

Blount County Friends of the Library – 24 September 2024, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 20 September 2024 8:00 am – BCPL

Maryville City Council - 3 September 2024, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 10 September 2024, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 24 September 2024, 5:30 pm, Sharon Lawson Room

Motion to Adjourn:

Andy Simon made a motion to adjourn the meeting. Stephanie Thompson seconded the motion. The motion carried.

The next Library Board meeting will be held on 24 September 2024 at 5:30 pm, in the Sharon Lawson Room

Respectfully submitted,
Summer Dale