



Trustees Attending: Stephanie Thompson, Lauren Emert, Dawn Reagan, Andy Simom, Greg Brakebil, Shawn Graham, Dexter Stewart, Becca Wolfenbarger, Richard Fogg

Staff Attending: Manny Leite - BCPL Director, Summer Dale, Kathy Thompson, Chelsea Tarwater

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

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

Approval of Minutes: Stephanie Thompson made a motion to approve the 15 October BOT Meeting minutes with corrections. Becca Wolfenbarger seconded the motion. The motion carried.

- Corrections were discussed.

Public Comment:

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

Report of Board of Trustees Chair by Lauren Emert:

- Lauren Emert initiates the meeting by asking for corrections or additions to the October board meeting minutes.
- Stephanie Thompson and Becca Wolfenbarger make corrections related to resignation information and spelling.
- Lauren Emert discusses the need for a call notice related to the motion for Anjanae as interim director.
- Lauren Emert explains the revision needed in the motion due to HR policies of a 15% raise.
 - The original motion that was put on the table was a 15% raise for the interim for three months pending HR approval going to a 20% raise thereafter per HR policies is not possible according to HR.
 - Due to the step increase in the pay grade, the Board can only increase Anjanae's salary to 15%. After three months there can be a re-evaluation.
- The board agrees on the revised motion, and a vote is taken, resulting in Anjanae receiving a 15% raise.

Stephanie Thompson made a motion to approve Anjanae Brueland's raise at 15% as Interim Director effective as soon as Manny Leite leaves office. Dexter Stewart seconded the motion. The motion carried.

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 Leite discusses the election in the Children's department between Charlotte the Spider, Dog Man, and Pigeon. Charlotte won.



- Manny Leite reports on the recent election, mentioning long lines and creative parking solutions during early voting. He thanked Maryville PD for helping out.
- Reference: The Annabelle Smith Literary Festival and Tremont Writers Conference are highlighted as successful events. Manny thanked Sara Corso, Kathleen Christy, Lisa Misosky, and Sheri McCarter as well as Tremont Institute. Manny also gave kudos to Savannah McCarter for her work on the Southern Appalachian Series.
- Manny Leite discusses the ongoing construction at the library, including the removal of the book return and concrete work.
- Manny thanked various partners and staff for their support and contributions to the library's success.
- Manny announces his upcoming departure and expresses gratitude to the board and staff for their support including the Friends, Foundation, the City of Alcoa, the City of Maryville, Blount County, and everyone in the Mayor's office.
- Manny continued by thanking the Board for the opportunity and stated that he is proud of the challenges faced with unity. He especially thanked the Board leaders Andy Simon, Stephanie Thompson, and Lauren Emert.

Report of Foundation Board, Bill Pope:

- Bill Pope gave a report on the Foundation.
- Bill will be rolling off. He thanked the Trustees for their work that helped the foundation dramatically.
- He expressed that the only reason the Foundation exists is to give the Library money. There is now a great process in place. The Foundation knows that when a proposal or donation comes to them, it's already been approved by the Board.
- There have been interviews for a couple of new board members who will start in January.
- Lauren Emert thanked Bill and the Foundation for the new Book Return and hopes the new leader will have a great vision like Bill.

Report of Friends of the Library, Vandy Kemp:

- Vandy Kemp gave a report on the Friends.
- Vandy provides an update on the Friends of the Library 50th Anniversary Celebration and fundraising efforts.
 - There were over 170 people in attendance.
 - They are totaling the funds raised.
 - They recognized lifetime members.
 - Lauren Emert expressed that the food cooked by the students of Pellissippi was wonderful. It was a great time.
- Vandy spoke on the success of the Anna Belle Smith Literary Festival.
- The Friends approved funds for the new library director search, up to \$15,000.
- Dee has been voted in as the president-elect of the Tennessee Friends of the Library.
- The next book sale is scheduled for December 5-7, with a Friends-only day on December 5.



- Vandy emphasizes the importance of the Friends' support and their proactive approach to funding initiatives.
- Please email Vandy if you have any questions.

Report of Ocoee River Regional Library, Nikki Branam-Snyder:

- The Ocoee River Regional Library Report, and the READS FY 2023-24 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck was unable to attend the meeting. Nikki Branam-Snyder shared updates from the Regional Library.
- Nikki thanked BCPL for hosting vendor representatives.
- Nikki presents the Standards Survey Analysis report, covering various aspects such as collection standards, technology, and personnel.
- The report highlights the healthy collection and the importance of meeting local appropriations and grant requirements.
- Nikki Branam-Snyder emphasizes the value of the report as a goal and advocacy tool for the community.
- The board discusses the importance of the report and its impact on the library's performance and reputation.
- Lauren Emert expressed that this resource is of great value to show the community and elected officials.

Director Search Discussion:

- Lauren Emert called an Executive Session.
- Manny Leite stepped out of the room due to this call.
- Lauren Emert outlines the two main paths for the director search: using a national consultant or conducting an internal search.
- Lauren reminds the Board that the Friends have given up to \$15,000 for the search.
- Andy Simon reminds the Board that last search there were a lot of Resumes to work through.
- Shawn Graham expressed that he has worked with a consultant for fundraising and reminds the Board that vetting the consultant is important. He does suggest working with a consultant as they can streamline the process.
- The board discusses the pros and cons of each approach, including time constraints, staff culture, and the need for a quick hire.
- Stephanie Thompson and Dawn Reagan agree to chair the search committee, with additional Board members including Rebecca and Richard.
 - There will be additional community members on the Committee.
 - It was suggested that the Friends and Foundation have a member on the Search Committee as well.
 - Andy Simon suggested they be on an Advisory Board rather than the Committee so there are not too many members.
 - All Director Search Committee meetings will be open to the public.



- The board emphasizes the importance of staff involvement and feedback in the search process.
- Lauren Emert reminds the Board that at the end of the day, the Board has the ultimate hiring decision.
- Greg Brakebill suggested offering the job to Anjanae Brueland and then hiring an Assistant Director.
 - It was stated that the job must be posted and a lot of research needs to be done before offering the job.
- Dexter Stewart suggests reaching out to all three funding bodies; Alcoa, Maryville, and Blount County.
- The board decides to conduct an internal search, with a timeline aiming for a new director by April 1.

Richard Fogg made a motion to conduct an internal search for the Library Director. Dexter Stewart seconds the motion. The motion carried.

- Lauren Emert thanked the Board and expressed that this should be done quicker rather than later. There are good folks ready to make changes and apply for this job no matter the time of year.
- There was a discussion on the job description.
 - It is recommended that for a Level 5 Library, the Director should have a Master's Degree in Library and Information Sciences.
 - There was agreement on 7 years of experience.
 - Benefits through the County were discussed.

Old Business:

- The **Collection Development and Weeding Materials Policy** was presented.

Stephanie Thompson made a motion to discuss the Collection Development and Weeding Materials Policy. Richard Fogg seconded the motion. The motion carried.

- The board reviews the proposed changes to the Collection Development and Weeding Policy, with a focus on clarity and redundancy.
- It was suggested to remove redundant statements and streamline the policy for easier comprehension.
- The board discusses the importance of the purpose statement and its role in addressing community concerns.
- The board agrees to keep the purpose statement and make minor adjustments to the policy.

Dawn Reagan made a motion to approve the Collection Development and Weeding Materials Policy. Becca Wolfenbarger seconded the motion. The motion carried.



New Business:

- The **Community Board, Display, and Digital Signage Policy** was discussed.
 - The board reviews the proposed changes to the Community Board Display and Digital Signage Policy, with a focus on consistency and clarity.
 - The board discusses the importance of clear guidelines for community board use and the potential for fundraising.
 - Manny Leite explained that the PR team cleaned up areas of the policy but overall it remained the same.
 - Richard Fogg suggested a Purpose Statement to stay consistent with other policies.
 - Ultimate discretion is up to the Director.
 - The board agrees to take the policy as a first read and make any necessary adjustments in the next meeting.
 - No action was taken.

- The **Local History and Genealogy Collection Development and Weeding Materials Policy** was discussed
 - The board reviews the proposed changes to the Local History and Genealogy Collection Development and Meetings Policy.
 - Manny consulted with relevant department heads to ensure the policy aligned with their needs and practices.
 - The board discusses the importance of involving staff in the policy development process.
 - The board agrees to take the policy as a first read and make any necessary adjustments in the next meeting.
 - No action was taken.

Funding Requests:

- Friends Funding Request: Youth Services Desk Chairs
 - Youth Services' chairs are quite old and in disrepair.
 - The board approves the spending request, emphasizing the importance of staff comfort.

Stephanie Thompson made a motion to approve the Friends Funding Request for Youth Services Desk Chairs. Greg Brakebill seconded the motion. The motion carried.

- Friends Funding Request: Thermal Rebind System
 - Kathy Thompson explained that this system would increase the speed in which rebinding is accomplished. This was recommended by a volunteer who does much of our bookbinding.
 - The board expresses excitement about the potential benefits of the thermal rebind system.
 - This will be utilized by both staff and Friends volunteers.



Dawn Reagan made a motion to approve the Request for the Thermal Rebind System. Shawn Graham seconded the motion. The motion carried.

- There were no Foundation Funding Requests.

Closing Remarks and Future Plans

- Lauren Emert announces the resignation of Andy from the board, thanking him for his 7-year service and contributions.
 - Andy expressed that it has been a pleasure and he will miss everyone.
- The board discusses the upcoming celebration for Manny Leite and his departure from the library.
- The board confirms the next meeting date as January 21, 2025, and emphasizes the need to fill leadership positions.
- The board expresses gratitude to Manny Leite for his leadership and contributions to the library.
- Summer Dale reads a letter from Staff expressing their heartfelt gratitude for Manny's leadership, kindness, and service to the Blount County Public Library.

Important Dates:

Other Library Meetings

Blount County Commission Meeting – 16 January 2025, 6:30 pm – BC Courthouse

Blount County Friends of the Library – 28 January 2025, 4:00 pm – BCPL

Foundation for the Blount County Public Library – 17 January 2025, 8:00 am – BCPL

Maryville City Council – 7 January 2025, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners – 14 January 2025, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 21 January 2025, 5:30 pm – Sharon Lawson Room

Motion to Adjourn:

Greg Brakebill made a motion to adjourn the meeting. Becca Wolfenbarger seconded the motion. The motion carried.

The next Library Board meeting will be held on, January 21 at 5:30 pm, in the Sharon Lawson Room

Respectfully submitted,
Summer Dale