



Trustees Attending: Greg Brakebill - Board Chair, Shawn Graham, Dexter Stewart, Becca Wolfenbarger, Robert White, Kyle Anderson, Kathleen Christy

Staff Attending: Dustin Goforth - BCPL Director, Anjanae Brueland - Deputy Director, Summer Dale

Visitors: Vandy Kemp - Friends of the Blount County Public Library, Trevis Gardner - Foundation for the Blount County Public Library, Liz Schreck- Ocoee River Regional Library

Call to Order: Greg Brakebill called the Blount County Public Library Board to order on 18 November 2025 at 5:30 pm.

Approval of Minutes: Dexter Stewart made a motion to approve the 21 October 2025 BOT Meeting Minutes. Becca Wolfenbarger seconded the motion. The motion carried.

Public Comment:

- The board did not hear any public comments.

Report of the Board of Trustees Chair by Greg Brakebill:

- Greg shared that a collaborative meeting was held on Friday, the 14th, among BCPL Administration, the Friends President, the Friends Vice President, and himself.
- There have been staffing changes within the Blount County Finance Department. Anjanae will be keeping everyone updated.
- A Letter was received from the TN State Librarian and Archivist, James Ritter.
 - Greg suggests having an ad hoc meeting on January 13, 2026, at 4 pm, followed by the regular BoT meeting at 5:30 pm.

Shawn Graham made a motion to have an ad hoc meeting on January 13, 2026, at 4 pm and to move the regular Board meeting to January 13, 2026, at 5:30 pm. Kathleen Christy seconded the motion. The motion carried.

Report of the Blount County Public Library Director by Dustin:

- Dustin expressed that he is looking forward to Staff Development Day on Friday, November 21, 2025, and thanked the Board again for allowing us to be closed to the public for this important training.
- He shared upcoming holiday programming, such as Santa being at BCPL on December 9th from 5:30 pm to 7 pm.
- Dustin also shared that the gingerbread contest would begin December 7th, and encouraged everyone to come in and review it.
- BCPL has partnered with the Salvation Army by hosting a Giving Tree in our Entry Rotunda.
- There was 100% attendance at the Teen Homecoming night. Dustin thanked the Board for their approval and for all who assisted in the program. Dustin gave a special thank you to Polly Taylor for developing the program.
- The Bank will no longer offer pennies.
- Dustin accepted an award for BCPL's partnership with Project Hope.
- The parking lot will be re-stripped on Friday, the 21st, while BCPL is closed for Staff Development Day, however, the Book Return will remain accessible.



Financial Report, Anjanae Brueland:

- Anjanae shared that BCPL's finances are tracking well this month.
- We are just below our total expenditure projection and are in discussions with Finance regarding our Food Services line.
- The Library is doing very well in terms of revenue, and the second quarterly payment from our funders has been received.
- Anjanae reminded the Board that the capital has been pulled out of operating expense by Finance for Other Contracted Services and moved to the capital line.
 - These funds are shared throughout the year to pay for General Services maintenance and custodial services.
- Next month, Anjanae, under the guidance of Vice Board Chair Richard Fogg, will introduce a new visual representation of the spreadsheets with statements such as "focus on this" or "no action needed".

Report of Foundation Board, Trevis Gardner:

- Trevis shared that some of the Foundation's Board members are rotating off.
 - They are actively seeking new members.
- They would like to invite someone with a connection to the home school community and/or ecumenical background to join the Foundation Board.
- Please contact Trevis if you know anyone interested.

Report of Friends of the Library, Vandy Kemp:

- The Friends will be having a holiday book sale on Thursday, December 4th (members only), Friday the 5th, and Saturday the 6th.
- The eBay team has received and is utilizing a \$10,000 grant.
 - Dee Barham has been having weekly workshops and using some of the sales and marketing techniques.
 - eBay sales have been up.
- Strategic Planning has been the focus.
 - The Board is now in the implementation phase and is also working on their Vision.
 - They will be having a workshop in January with Bob Myers.

Report of Ocoee River Regional Library, Liz Schreck:

- The Ocoee River Regional Library Report and the READS FY 2025-26 Data Statistics were distributed by email prior to the meeting.
- Liz Schreck shared updates from the Regional Library, highlighting training opportunities.
- She shared a reminder that the Governor's Early Literacy Foundation is currently taking applications for Storybook Trails.
- The TN Commission grant deadline is January 15th
- Liz shared that the Standards Analysis Report is based on the Library Level (service population)
 - This is an in-house evaluation tool.
 - BCPL meets just about every standard!

Old Business:

- The **Code of Ethics policy** was discussed.
 - There was positive feedback on the formatting changes.



- There was much discussion on the content, which focused mainly on the language of what is ethical and how to show to the public and staff that board members are acting in an ethical manner.
- It was suggested that the title be changed to “The Code of Ethics and Expectations”.
- The discussion was tabled until the next meeting.

Kyle Anderson made a motion to approve the new Code of Ethics format and table the content discussion until the next meeting, January 13th. Shawn Graham seconded the motion. The motion carried.

- The **Public Use of Children’s policy** was discussed.
 - The new format was applied, and the most significant change was to reduce the time before staff could call the police from 30 minutes to 15 minutes.

Kathleen Christy made a motion to approve the Public Use of Children’s policy. Dexter Stewart seconded the motion. The motion carried.

- The **Bookmark Cafe Employee Health Policy and Contract** was discussed.
 - There was much discussion on listing the illnesses and if there was a precedent for this policy.
 - Dustin explained that the Schools don’t have a policy like this.
 - The expectation is that if a staff member is sick, they will not work in the Cafe.
 - It was suggested to remove the specific illness.

Becca Wolfenbarger made a motion to remove the first paragraph and list on page 2 from the Bookmark Cafe Employee Health Policy and Contract. Kathleen Christy seconded the motion. The motion carried.

- The **BCPL Employee Handbook** was discussed.
 - Shawn Graham explained that it was good to have a library-specific handbook.

Shawn Graham made a motion to approve the handbook. Dexter Stewart seconded the motion. The motion carried.

New Business:

- **Director Gofroth’s 6-month Evaluation Review**
 - Dawn Reagan compiled the Board of Trustees and Staff evaluations, which were given to Dustin.
- Trevis Gardner shared that on behalf of the Friends and Foundation, it is an absolute joy to work with Dustin and that his support and collaboration have been much appreciated.
- Greg Brakebill said that it feels as if he’s always been here.
- Shawn Graham appreciated his approach to the Executive Order and the united front on how to handle this.

Funding Requests:

- There were no funding requests.

Additional Closing Comments:

- There will be no meeting in December.
- We will reconvene on January 13th at 4 pm for the Book Review Project Discussion, followed by our regular Board meeting at 5:30 pm.



Important Dates:

Other Library Meetings

Blount County Commission Meeting – 18 December 2025, 6:00 pm – BC Courthouse

Blount County Friends of the Library – 23 December 2025, 4:00 pm – BCPL

Foundation for the Blount County Public Library – TBD, 8:00 am – BCPL

Maryville City Council - 6 January 2025, 7:00 pm – Maryville Municipal Bldg

Alcoa Board of Commissioners - 13 January 2025, 7:00 pm – Alcoa Municipal Bldg

Next Library Board Meeting – 13 January 2025, 5:30 pm, Sharon Lawson Room

Motion to Adjourn:

Becca Wolfenbarger made a motion to adjourn. Kyle Anderson seconded the motion. The motion carried.

The next Library Board meeting will be held on 13 January 2025 at 5:30 pm, in the Sharon Lawson Room

Respectfully submitted,
Summer Dale