

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
January 26th, 2023

The Board of Trustees of the Unicoi County Public Library met January 26<sup>th</sup>, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Treasurer, Travis Bishop, Secretary, Andy Frazier, and Gail Snodgrass joined via phone. Also present were, UCPL Director Suzy Bomgardner and Regional Library Director, Jennifer Breuer. Members absent were Jenna Lafever and Chris Privette.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 5:32pm.
- II. Approval of November meeting minutes. Upon the motion of Mr. Bishop, seconded by Ms. Bowden the minutes of the November 17th, 2022, meeting were unanimously approved as submitted.
- III. Treasurer's report. Mr. Bishop presented a report on the November and December finances.
  - a. Approval of November 2022 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the November financial report was unanimously approved as submitted.
  - b. Approval of December 2022 financial report. Upon the motion of Ms. Bowden, seconded by Mr. Frazier, the December financial report was unanimously approved as submitted.
- IV. Director's report. Ms. Bomgardner shared a report on recent library happenings.

The February calendar was handed out to those present, showing the many upcoming events. First Friday events have been very successful, typically with more than 40 people in attendance. The annual Gingerbread Contest and visit from Santa were big hits in December. Social media views for those things were over 8,000.

The Shop Unique handcrafted sale raised a little over \$800. Ms. Bomgardner visited Kiwanis in mid-December to share updates on what is happening at UCPL. She has also applied for a variety of grants through Walmart, Dollar General and First Horizon.

UCPL is working on setting up some Little Free Library locations in Unicoi. Ms. Breuer suggested the idea of adding a QR code on them that people can scan to access digital resources through Libby or the website.

Updates have been made in the children's area by removing the old office and storage room, which has allowed for 10 new shelving units to be added to that space. New vinyl lettering with library hours has been added to the front door.

UCPL was featured on the front page of the Erwin Record and Johnson City Press regarding the First Friday events and the Adult Special Needs Storytime program. The AP picked up the

story and it has been share in a variety of national media sources. As a result, a donation of \$500 came in and the state librarian of North Dakota reached out to learn more about the story time program to explore the possibility of doing something similar in their libraries.

- V. Holston River Regional Library Report. Ms. Breuer shared a report from the regional library. The January newsletter was passed out. It features an article about the Bristol Public Library's "Library of Things" program. Some upcoming closing dates and training opportunities were also mentioned. TEL roundtable will be on 1/31/23 from 10am-12pm and is an online opportunity. The regional library is also working on helping libraries develop some emergency planning and succession planning resources, including topics like how to better preserve institutional knowledge. Another upcoming opportunity is Build Better Collections and Connections on 2/3/23 from 11am-12pm, also online.
- VI. President's Report. Ms. Griffith had no report.
- VII. Unicoi County Public Library Foundation report. Mr. Bishop shared that around \$10,000 has been raised from the letter writing campaign.
- VIII. Toney Foundation report. Ms. Griffith shared a brief update on the financials of the Toney Foundation. Current assets are \$12,357.85. Balance on 6/30/22 was \$5,356.75. Revenue from 7/1/22 to present has been \$8,284, primarily for the HVAC repairs plus \$0.48 in interest from the bank. Expenses since 7/1/22 to present were \$1,283.38
- IX. Old Business. Ms. Griffith and Mr. Frazier shared some updates on the Encore project, this was following up from an email sent to the board after learning of an unexpected delay to the project due to supplier issues Encore encountered. The project will not be able to continue until the equipment arrives in June. After Encore initially agreed to begin part of the project in January, they later revealed that would result in additional cost. The Board agreed that it would be better to wait than take on additional costs. Some TOP Grant updates were shared and some brief discussion was held regarding the outside solar charging station.
  - a. Motion to order the bench for the solar charging station. Upon the motion of Ms. Snodgrass, seconded by Mr. Bishop, ordering the bench was unanimously approved
- X. New Business.
  - A. Fiscal Year 2023 Amended Budget. Mr. Bishop proposed some amendments to the 2023 budget that adjusted revenue and expenditures to more accurately reflect actual amounts. Upon the motion of Mr. Frazier, seconded by Ms. Bowden the amendments were unanimously approved.
  - B. Fiscal Year 2024 Budget Proposal. Mr. Bishop submitted the requested budget for 2024. Though this may be adjusted before final approval, this is needed by local municipalities as they plan their own budgets. This budget anticipates a planned reduction of funding from the UCPL Foundation as well as adding health insurance benefits for our two full-

time employees. The rates used are comparable to what other local government employees are provided with.

The proposed budget will include \$65,000 of funding requested from both the Town of Erwin and Unicoi County and \$30,000 requested from the Town of Unicoi. We also want to request that representative from all 3 municipalities sit down together and work on a better long-term and coordinated library funding plan.

Upon the motion of Mr. Bishop, seconded by Mr. Frazier, the 2024 Budget Proposal was unanimously approved.

- C. Technology Plan. Ms. Bomgardner and Mr. Frazier are working on this. They hope to present an initial plan or some related policies at the next board meeting.
  - D. Mission Statement. Ms. Bomgardner presented a document with the current mission statement, along with a proposed updated mission statement to consider and a list of what she and some of the staff consider to be the core values of UCPL. Board members were given 3 stickers to put on a poster with the core values listed to share which ones they think are most important or deserving of our focus in coming years.
  - E. Board Workshop. Ms. Griffith suggested Monday 2/20/23 from 9am-1pm at Town Hall as a time and place for the Board to have a half-day workshop to discuss several library related things. Those present agreed that day and time would likely work ok for them. Others not present at the meeting will be contacted and any changes will be communicated via email. The topics of discussion at the workshop may include mission statement, core values, strategic planning, budget, fundraising and more.
- XI. Board comments. No additional comments.
- XII. Adjournment. Upon the motion of Ms. Griffith, seconded by Mr. Bishop, all agree to adjourn the meeting at 7:29pm. Next meeting will be Thursday, February 23rd, 2023 at 5:30pm at UCPL.

Respectfully submitted,



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Andy Frazier, Secretary