

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
March 30, 2023

The Board of Trustees of the Unicoi County Public Library met March 30, 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, Jenna Lafever and Gail Snodgrass. Also present were, UCPL Director Suzy Bomgardner, Regional Library Director, Jennifer Breuer and UCPL Foundation member Carrie Hovey. Member absent was Chris Privette.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:15pm.
- II. Approval of February 23rd meeting minutes. Upon the motion of Mr. Bishop, seconded by Ms. Bowden the minutes of the February 23rd, 2023, meeting were unanimously approved as submitted.
- III. Approval of March 10th called meeting minutes. Upon the motion of Mr. Bishop, seconded by Ms. Lafever the minutes of the March 10th, 2023, called meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. Bishop presented a report on the February finances.
 - a. Approval of February 2023 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Snodgrass, the February financial report was unanimously approved as submitted.
- V. Director's report. Ms. Bomgardner shared a report on recent library happenings.

The recent First Friday event with the cast of Seussical the Musical went great with a full house despite relatively bad weather that night. There will be no First Friday event at UCPL due to the Good Friday closure, but other downtown businesses may still do something. UCPL will look to rejoin in May with a possibility of having some Bluegrass music.

Briefly discussed the Impact Libraries Grant and the Little Free Library dedications coming up. The LFL at Fishery Park will be dedicated on 3/22 and is right next to the Storybook Trail Sign. The LFL at Jack's Natural Playground in Unicoi will be dedicated at a later time, and Liberty Lumber is helping with supplies for it.

Ms. Bomgardner has reapplied for the Kids Need to Read grant. Last year they gave an amazing donation of 600 books! UCPL Seed Library has been a big hit with both regular patrons and new visitors. Scott Thompson will be presenting a square foot gardening program in April to further help people make use of it or improve their gardening skills.

There will be a birthday party for library cat Story on 3/31. The Erwin Record plans to do an article. The History Collection area was recently updated. As part of the improvements some other issues were fixed related to some unused doors that needed to be more clearly indicated as not functional exits.

Other updates were discussed related to an interview for the Epoch Times newspaper, a donation of newer chairs from JCPL, a donation of 77 Great Courses DVDs, the installation of the solar charging bench outside the library main entrance, the upcoming Encore network

installation project, and staffing updates related to the ongoing search for an Operations Manager and a recent new hire of a part-time employee.

- VI. Holston River Regional Library Report. Ms. Breuer shared a report from the regional library. There is a Manga and Gaming in libraries training opportunity happening tomorrow. On 4/6 will be the next book chat about inspirational fiction. An online training opportunity about libraries becoming "fine free" will be on 4/27. Other training opportunities related to collection development and archiving are also coming soon. Ms. Breuer shared that she will be out of town next month and unable to attend the Board meeting, but former UCPL director Ms. Harmon will be joining us in her place.
- VII. President's Report. Prior to the Board meeting, all Board members had received a letter of resignation from Ms. Bomgardner on 3/20. Ms. Bomgardner was approached by Johnson City Public Library about a position they had available to manage the children's department at their library. After much consideration she decided to step down from being the Director of UCPL to pursue this new opportunity. Her last day will be 4/13. Ms. Griffith expressed the Board's mixed feelings of happiness for Ms. Bomgardner's new opportunity while acknowledging the sadness we all feel in losing such a wonderful leader at UCPL.

Ms. Griffith also shared a few updates about where things stand very early in the process of searching for our next Director. A job listing has been created and sent out to a state listserv that reaches 861 people involved in libraries. The listing may go out to some other places to try and attract high quality candidates for consideration.

- VIII. Unicoi County Public Library Foundation report. Mr. Bishop shared a couple of brief updates on the current finances for the UCPL Foundation. The current cash on hand will likely be used up in the near future, so funds will have to start being pulled away from investments in order for the foundation to continue supporting the library in the absence of new funding from local governments or other sources.
- IX. Toney Foundation report. Ms. Griffith reported that there is \$13,608.07 currently in the account. Our portion of the Encore project will be paid from this organization and will reduce this total by a little more than \$5,000. Most of the remaining amount will then cover insurance costs, and the bank account will be depleted until local governments approve the new fiscal year allocation. Funds have also been requested from United Way. The Toney Foundation Board is responsible for the building, and if all funds are depleted and no new income is generated from the local government or other sources, the Toney Foundation may not be able to cover the cost of any building problems that may arise.
- X. Old Business. Ms. Griffith and Mr. Frazier shared some updates on the Encore project earlier in the meeting during the Director's report. All equipment has now arrived to Encore and the installation phase of the project is expected to begin on 5/1 and last a week.

TOP Grant paperwork is nearly completed, and Ms. Bomgardner is working hard to wrap this up before she leaves. There are a couple of final classes scheduled to happen soon, that will require payments to the trainers. There are still some remaining grant funds that can be used to purchase additional hotspots and service contracts before the funding expires.

Ms. Griffith presented the recently discussed new mission statement, tag line, and core

values for the library for formal approval.

The mission statement is:

“Every day we enrich lives, empower citizens, and connect community through our collection of materials and people focused programs.”

The tag line is:

“Enriching lives, empowering citizens, and connecting community.”

The core values are:

“Community focused, service oriented, welcoming, and caring.”

- A. Approval of the mission statement, tag line, and core values. Upon the motion of Mr. Bishop, seconded by Ms. Snodgrass the mission statement, tag line, and core values were unanimously approved as submitted.

XI. New Business.

- A. Internet Use Policy. Mr. Frazier presented an Internet Use Policy proposal which was reviewed and discussed at a previous meeting. That policy was now presented again for the Board to formally approve.
 - a. Upon the motion of Mr. Bishop, seconded by Ms. Snodgrass, the motion was unanimously approved.
- B. Volunteer updates. Ms. Hovey shared some updates on the work she is doing to try to better recruit and train volunteers to serve the library, particularly at some upcoming special events. Volunteers will be needed at the Erwin Outdoor Festival booth on 5/6 as well as at the Unicoi Strawberry Festival booth on 5/20. Board members are encouraged to consider attending and volunteering at one or both of these events. Ms. Hovey is also working on planning a volunteer celebration and training day to take place on 5/13. The celebration part of it will acknowledge and thank those already involved, while the training will be for both active volunteers and anyone new who wants to join in helping.
- C. Suzy Bomgardner recognition. Ms. Griffith presented Ms. Bomgardner with a certificate and gift on behalf of the Board to formally thank her for her service as Director of UCPL. Several others at the meeting also expressed their thanks to Ms. Bomgardner and well wishes for the future. Board members were invited to stay around after the meeting if they are available and wish to be in a group picture with Ms. Bomgardner.

- XII. Board comments. In addition to the comments offered by Board members in recognition of Ms. Bomgardner, a reminder was mentioned about the upcoming staff training day in which the library will be closed for half the day.

- XIII. Adjournment. Upon the motion of Mr. Bishop, seconded by Ms. Bowden, all agree to adjourn the meeting at 7:23pm. Next meeting will be Thursday, April 27th, 2023 at 6:00pm at UCPL.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andy Frazier". The signature is written in a cursive style with a large initial "A".

Andy Frazier, Secretary