

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
April 27th, 2023

The Board of Trustees of the Unicoi County Public Library met April 27th, 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 was UCPL staff member Laura Elliott. Member absent was Chris Privette.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:03 pm.
- II. Approval of March 30th, 2023 meeting minutes. Upon the motion of Mr. Bishop, seconded by Ms. Bowden the minutes of the March 30th, 2023, meeting were unanimously approved as submitted.
- III. Treasurer's report. Mr. Bishop presented a report on the March finances. He noted it was a 3 payroll month. Still waiting on some funds from Town of Unicoi (\$2,500), and the United Way (\$2,600). Some missing checks that were sent to the wrong place were also located which totals around \$9,000. After the upcoming Encore project is completed, UCPL will have to pay the full bill and wait for E-rate reimbursement, which will significantly impact available financial resources until that process is complete.
 - a. Approval of March 2023 financial report. Upon the motion of Ms. Snodgrass, seconded by Mr. Frazier, the March financial report was unanimously approved as submitted.
- IV. Approval of adding Mr. Frazier to bank signature card. Ms. Griffith shared that it would be helpful to have another Board member on the signature card, especially during the time we are without a director. Mr. Frazier was suggested and is willing to be added. The timing of when this will happen will be coordinated with Ms. Griffith, Mr. Bishop and the bank. Upon the motion of Mr. Bishop, seconded by Ms. Bowden, the motion to add Mr. Frazier to the bank signature card was unanimously approved.
- V. Director's report. No report as we are currently without a director.
- VI. Holston River Regional Library Report. No report
- VII. President's Report.

Ms. Griffith notified the Board that Chris Privette has resigned from the Board of Trustees for personal reasons. His great contributions to UCPL are much appreciated, and he is welcome to return to serving on the Board again at some point in the future.

The Town of Erwin has invited Ms. Griffith to present our funding request at their next budget workshop meeting on Wednesday, 5/3 at 4pm. Others are welcome to attend to show their support for our request for increased funding

In the absence of a Director, Ms. Griffith has been helping with some of the communications, including continuing to send weekly library updates to local leaders.

- VIII. Unicoi County Public Library Foundation report. No report
- IX. Toney Foundation report. Ms. Griffith reports that there is approximately \$5,000 expected from the United Way and \$5,700 from the Town of Erwin for insurance for the Toney Foundation.
- X. Old Business. Mr. Frazier shared some updates on the Encore project which will be taking place next week. He will either be on site or available to assist with the project throughout the week and is hopeful all will be finished by the anticipated completion date of Friday, 5/5. Mr. Frazier has keys to the building and the director's office to provide access to the install team before or after our regular hours as needed.

Ms. Griffith shared that TOP Grant will be completed after some final payments for classes. It looks like there will not be time or opportunity to make use of all of the remaining funds

Ms. Griffith also gave some updates on the current Director search. Two candidates, Mary Thomas and Morgan Olson, submitted applications and met the qualifications the Board was seeking. Board members should have already received copies of their resumes and cover letters.

Board members were provided with a list of questions that were compiled by members of the board, staff, or Ms. Griffith herself and asked what everyone thought. A few members noted that it was a lot of questions and some of the questions contained multiple questions in one. It was decided to keep all questions and see how the interviews go. Time will be allowed for additional follow up questions from the Board, the candidates, and possibly others in attendance.

The procedure for how the interviews will be conducted was discussed, namely who will or will not be speaking directly with the candidates at various times. Staff and the public are welcome to attend but may not be able to ask the candidates questions in the interview unless time allows and the candidate agrees. Anyone is welcome to speak with the candidates informally before or after the interview portion.

The interviews are currently scheduled for Friday, 4/28 at 5:30pm with Mary Thomas and Monday, 5/1 at 5:30pm with Morgan Olson. The Board will try to meet soon after to discuss and make a final decision on whether or not to extend an offer to either candidate.

- XI. New Business.
 - A. Authority to offer new Director position. Mr. Bishop suggested it would be helpful to grant Ms. Griffith the authority to offer the job of Director to a candidate that Board members approve of in the event that needs to happen quickly or through a roll call vote via email, Zoom or other digital means if the Board cannot meet in person
 - a. Upon the motion of Mr. Bishop, seconded by Ms. Bowden, the motion to allow Ms. Griffith the authority to offer the new Director position to an agreed upon candidate was unanimously approved.

- B. Board member recommendations. Ms. Griffith requested that the Board members consider making some recommendations of people to fill the position now vacated by Mr. Privette's departure from the Board. The process of adding a new Board member will be for us to make a recommendation to the Town of Erwin for formal approval. A new member could complete Mr. Privette's term or start a new term.
- XII. Board comments. Ms. Lafever asked for more information about plans for UCPL to be involved at the Erwin Outdoor Festival. Ms. Hovey is recruiting volunteers to help at a booth for both the Erwin Outdoor Festival and the Strawberry Festival in Unicoi. Board members are encouraged to participate if they are able. Some staff may also be helping. Ms. Lafever also mentioned wanting to find some time to discuss fundraising opportunities. Mr. Bishop reminded the Board that due to our unique status UCPL cannot fundraise directly, but the UCPL Foundation can on our behalf. Mr. Bishop also took a moment to acknowledge Ms. Elliott and the rest of the UCPL Staff for the great work they are doing in helping pick up the slack of not having a Director. He expressed how important it is to the Board to consider the Staff needs as we begin the process of interviewing candidates.
- XIII. Adjournment. Upon the motion of Ms. Griffith, seconded by Mr. Bishop, all agree to adjourn the meeting at 7:18pm. Next meeting will be Tuesday, May 23, 2023 at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary