

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
June 22nd, 2023

The Board of Trustees of the Unicoi County Public Library met June 22nd, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and Jenna Lafever. Treasurer, Travis Bishop joined via phone. Also present was Sarah Egan from the Holston Regional Library and UCPL Director Morgan Olson. Member Gail Snodgrass was absent.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:03 pm.
- II. Public comment. None.
- III. Approval of May 23rd, 2023 meeting minutes. Upon the motion of Ms. Lafever, seconded by Ms. Bowden the minutes of the May 23rd, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. Bishop reported on the May financial statement, sharing updated account balances, and noted that we expect to end the year with a small positive balance. Ms. Griffith also commented on a few of the report details. One item she mentioned is that the E-rate grant funding has come in but is not yet on this month's report. Mr. Frazier mentioned that an unnecessary hosting account with InMotion Hosting was cancelled and they will hopefully refund a portion of what was paid for in advance.
 - a. Approval of May 2023 financial report. Upon the motion of Ms. Bowden, seconded by Ms. Lafever, the May financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson was welcomed by the Board to her first meeting since being hired. Ms. Olson shared that her first few weeks at UCPL have been wonderful with several local visitors stopping in to welcome her. The fax machine is now fixed and working well. Summer Reading Program is off to a great start, with lots of adult involvement which was a great surprise. The staff has been busy seeking out some additional donations from local businesses and organizations to use as prizes for Summer Reading, especially for the adults.

Ms. Olson also mentioned that we have had some great local coverage in newspapers recently. An issue with the website was causing messages submitted on the contact form to not be sent to the Director's email. Ms. Olson has responded to any messages that may have been missed in recent months and is working with Mr. Frazier to fix the problem. Until then she will be regularly checking the messages on the website.

Ms. Olson plans to attend a webinar about the cancellation of the ExPak service through TSLA. This will temporarily affect the interlibrary loan service throughout the state. She will also be attending an ALA Public Library Director Crash Course to further develop her skills.
- VI. Holston River Regional Library Report. Ms. Egan reported on behalf of the regional library. The new training plan is completed but in the process of being formally approved. Trustees are welcome to participate in any training opportunities as long as they register. This year's

Trustee Workshop will be on 9/27 at the Jefferson City Library. As long as at least one Trustee attends, the Director can also attend. The Library of Things is now available and some things can be seen online. The annual standard survey is also available and due to be completed and turned in by 7/14.

VII. President's Report.

Ms. Griffith shared that with the hiring of Ms. Olson, UCPL is now for the first time to her knowledge offering health insurance for our Director. The plan is through Keystone and includes her husband on the policy as well. The Board is glad to be able to offer this important benefit.

Ms. Griffith also reported that though the Town of Erwin and Town of Unicoi did not increase their contributions in the amounts requested, it does appear that the Unicoi County commissioners do plan to give the library an increased amount of \$55,000 in their budget which has yet to be formally approved. Along with the Town of Erwin remaining at their previous amount of \$55,000 and the Town of Unicoi remaining at \$5,000, UCPL is expecting a total of \$115,000 in total local government contributions. While funding from local government is still not where it needs to be to sustain the library long-term, there has been significant progress in the past few years that is worth celebrating. Ms. Egan noted that new Maintenance of Effort forms from the state should be available to complete with updated numbers soon.

VIII. Unicoi County Public Library Foundation report. No report. Mr. Bishop mentioned that investment income may be slightly up based on recent market performance.

IX. Toney Foundation report. Ms. Griffith reports that there is about \$1100 in the bank account currently. They are continuing to try and resolve an issue receiving money from the United Way. Mr. Stromberg is assisting. The amount they are waiting on is about \$1250. Typically, this foundation receives about \$5700 from the Town of Erwin and \$5000 from the United Way, though when needs arise, like last year's HVAC issues, others have helped with funding one-time expenses.

X. Old Business. Ms. Griffith briefly discussed the current UCPL Board opening for which Mr. Villalba will be put forth as our recommendation at the upcoming meeting of the Town of Erwin officials on 6/26. At the same meeting, Ms. Griffith will be up for consideration to serve another term on the Board.

Prior to the UCPL Board meeting, Ms. Griffith has also shared the news that Mr. Bishop does not intend to seek an additional term. He has contributed much to the Town of Erwin and our library for many years and will be missed. He was appointed in either August or September of 2020, so can remain on until August or September of this year, but a new Treasurer will need to be nominated and elected at our next meeting. Mr. Bishop will be available to assist Ms. Olson and the next Treasurer with that transition as needed.

Mr. Frazier followed up on the previous month's discussion about purchasing a UPS Battery Backup for the new network equipment and a security camera for the staff entrance and exit. After some brief additional discussion, he suggested at this time we just purchase a

single UPS for downstairs to protect that recent investment in the new equipment and a security camera to increase staff safety. The Board agreed and suggested this qualifies as an expense to be made within the approved budget without needing a special motion. He will assist Ms. Olson in ordering and installing the equipment.

XI. New Business.

A. Title VI Policy. Ms. Olson has prepared a Title VI Compliance Policy based on current laws. Ms. Griffith mentioned that we should add trustees@ucpl.net as the secondary contact.

a. Approval of the Title VI Policy. Upon the motion by Mr. Frazier, seconded by Ms. Lafever, the motion to approve the proposed Title VI Policy passed unanimously.

B. Non-resident Policy. Ms. Olson shared that we have had several people from outside of our current service area requesting UCPL library cards. As a result she is proposing an updated Cardholder Policy. The proposed policy includes an increase to the service area radius to 25 miles so that more people will qualify as residents. Additionally, non-residents could also apply for and receive a UCPL library card for an annual fee of \$10/family. The policy as presented also included a list of non-resident exceptions for certain people like students/teachers in Unicoi schools, local employees, etc. to have the annual fee waived. Mr. Frazier suggested that we simplify the exceptions list as written in the proposed policy to allow for anyone who attends school or works in Unicoi County to qualify for the exception. Ms. Olson and the Board agreed.

a. Approval of Cardholder Policy changes for non-residents. Upon the motion by Ms. Lafever, seconded by Ms. Bowden, the motion to approve the Cardholder Policy changes as proposed and discussed was approved unanimously.

C. FY 2024 Budget. A detailed budget proposal was provided to the Board for review. Ms. Griffith highlighted that the income portion of government support is based on current expectations based on communications with officials or approved budgets. We will have to wait and see what the final approved budget amounts are.

She also noted that on the expense side of the budget, our personnel expenses are higher due to hiring a new Director and providing the health insurance benefit. This increase was anticipated and was the primary reason for increased funding requests from local government. Since only one local governing body increased funding, that additional expense will need to be covered some other way.

An additional new expense is indicated by the cleaning services line item, which totals \$4000. This will allow us to use a reasonably priced local service to take some of the cleaning duties off of the current library staff. Mr. Bishop mentioned that we may need to add \$5000 to the budget for an audit. Ms. Griffith is hopeful that the state may give us a pass as they have in the past, but the Board agreed that should be added just in case there is a need to do this. Ms. Griffith also noted that the cost of our ILS will be \$1400 more this year, as we just received a one-time credit last year.

Based on this budget, we are forecasting a loss for the year, but we are relatively close to where we expected to be based on not getting the full amounts we asked for from local governments.

a. Approval of the FY 2024 Budget. Upon the motion by Ms. Bowden, seconded by Ms. Lafever, the motion to approve the FY 2024 Budget was approved unanimously.

XII. Board comments. Mr. Frazier mentioned that he and Ms. Olson will continue looking into options to purchase additional UPS equipment for staff and patron desktop computers through E-rate or other available programs.

XIII. Adjournment. Upon the motion of Ms. Bowden, seconded by Mr. Frazier, all agree to adjourn the meeting at 7:13pm. Next meeting will be Thursday, July 27th, 2023 at 6:00pm at UCPL.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andy Frazier', written in a cursive style.

Andy Frazier, Secretary