

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
July 27th, 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, Treasurer, Travis Bishop, Secretary, Andy Frazier, and Gail Snodgrass. Vice President, Jan Bowden and member Jenna Lafever were absent.

Also present was Jennifer Breuer from the Holston Regional Library, UCPL Director Morgan Olson, and two community members.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:04 pm.
- II. Public comment. None.
- III. Approval of June 22nd, 2023 meeting minutes. Upon the motion of Mr. Bishop, seconded by Ms. Snodgrass the minutes of the June 22nd, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. Bishop reported on the June financial statement, sharing updated account balances. As of the June 30<sup>th</sup> closing, the total in bank accounts was approximately \$21,188. Mr. Bishop also shared some end of the fiscal year numbers. Total revenue for the year was \$256,521.76 and total expenditures were \$253,781.81, resulting in a net gain for the year of \$2,739.95.
  - a. Approval of June 2023 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Snodgrass, the June financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson happily shared some statistics about the success of the Summer Reading Program. Compared to 2020 we had both more participants and more hours of community reading logged. The end of summer party brought in about 215 people. The party included inflatables, touch-a-truck, crafts, games, and local vendors as well as a community potluck lunch with plenty of food.

We recently received a large donation of high-quality books from the Library of Congress. This donation was facilitated by Tennessee Congresswoman Diana Harshbarger and Unicoi Mayor Kathy Bullen. Several of the items included in the donation were items we requested.

The situation with the ExPak service that was affecting the Inter Library Loans program has been resolved with the state. During the time before there was a resolution, members of the Organization of Watauga Libraries (OWL) also met and came up with a backup plan to continue this service in the event of future disruptions.

Ms. Olson is interviewing several candidates for two open Library Clerk positions. Both positions will hopefully be filled with new employees beginning in August.

Ms. Olson also shared some of the library statistics that show a dramatic increase in circulation this year compared to the previous fiscal year. Physical totals increased from 17,716 in FY 21-22 to 40,422 in FY 22-23. READS total from 691 in FY 21-22 to 9,387 in FY 22-23. Total circulation from 18,409 in FY 21-22 to 49,809 in FY 22-23. Ms. Olson mentioned that this unusual and amazing increase is a great sign and largely a result of the great work of the staff and previous Director as she has only been with us for a couple of months. We have some great momentum to continue to build on next year.

VI. Holston River Regional Library Report. Ms. Breuer reported on behalf of the regional library. New LSA expectations are being encouraged to improve libraries throughout the system. There is some time to make any needed adjustments without worrying about immediate compliance. Several things may already be things most libraries are already doing, like complying with the requirements of CIPA. Questions can be directed to Ms. Breuer or the state librarian as needed. New MOE forms are also available if we need to update the amounts that local municipalities are giving to the library.

VII. President's Report.

Ms. Griffith shared some updates related to the state standards of what Board Members are required to do in their roles in order for the library to qualify for state funding. Before she signs on behalf of the Board she will provide details for the Board to review and ask any questions that come up.

VIII. Unicoi County Public Library Foundation report. No report.

IX. Toney Foundation report. Ms. Griffith shared that the Toney Board continues to expect to have just enough funding from the Town of Erwin and the United Way to cover insurance and general expenses. There is not enough funding to cover any major building issues that may arise.

X. Old Business. Ms. Griffith shared that because our recommendation of Juan Villalba to the Town of Erwin Board of Mayor and Alderman was not approved, we need to select and recommend another qualified person to serve on the Board. This spot is to fill the vacancy from Mr. Privette no longer being available to serve. Additionally, Mr. Bishop has notified the Board that he does not intend to seek an additional term on the Board despite being eligible. As a result, two recommendations are needed.

Ms. Griffith is recommending Stana Donnelly and Shane O'Hare, who both are highly qualified and involved members of the community. Both Ms. Donnelly and Mr. O'Hare were present and introduced themselves to the Board. Discussion was held between the Board and candidates about what serving on this Board requires and what each candidate may be able to offer by serving.

a. Approval of the recommendation of Ms. Donnelly and Mr. O'Hare to the Erwin BMA for service on the UCPL Board of Trustees. Upon the motion by Mr. Bishop, seconded by Mr. Frazier, the motion to recommend Ms. Donnelly and Mr. O'Hare to the Erwin BMA for service on the UCPL Board of Trustees was approved unanimously.

XI. New Business.

A. Notary Policy. Ms. Olson is a Notary and would like to offer her services to the community at the library as there are limited options currently. She provided a policy for the Board to consider, which details how the service works. She also hopes providing this service will attract new community members to the library to learn about other services and resources we provide.

a. Approval of the Notary Policy. Upon the motion by Mr. Bishop, seconded by Ms. Snodgrass, the motion to approve the proposed Notary Policy passed unanimously.

B. Collection Development Policy. Ms. Olson provided some updates to the existing Collection Development Policy. It is a good practice to update this regularly and she found a few things that could be added or improved. Ms. Breuer suggested a possible future update could be made in the Reconsideration section so that anyone requesting items deemed inappropriate would have to wait for a period of time before being eligible to submit another request for the same item. Ms. Olson shared that so far this has not been an issue at UCPL but she will keep that in mind if it ever does.

a. Approval of Collection Development Policy. Upon the motion by Mr. Bishop, seconded by Ms. Snodgrass, the motion to approve the Collection Development Policy updates as presented was approved unanimously.

C. Paid Leave Policy. Ms. Griffith and Ms. Olson highlighted some of the changes proposed for the Paid Leave Policy. After some brief discussion among the Board it was decided that it would be best to table the discussion and any action until next meeting.

XII. Board comments. None

XIII. Adjournment. Upon the motion of Mr. Bishop, seconded by Ms. Snodgrass, all agree to adjourn the meeting at 7:06pm. Next meeting will be Thursday, August 24th, 2023 at 6:00pm at UCPL.

Respectfully submitted,



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Andy Frazier, Secretary