UNICOI COUNTY PUBLIC LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

August 24th, 2023

The Board of Trustees of the Unicoi County Public Library met August 24th, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice-President, Jan Bowen, Treasurer, Travis Bishop, Secretary, Andy Frazier, and members Stana Donnelly, Jenna Lafever, Shane O’Hare, and Gail Snodgrass.

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

1. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
2. Public comment. None.
3. Approval of July 27th, 2023 meeting minutes. Upon the motion of Ms. Lafever, seconded by Ms. Bowden, the minutes of the July 27th, 2023, meeting were unanimously approved as submitted.
4. Treasurer’s report. Mr. Bishop reported on the July financial statement, sharing updated account balances. Total assets are $15,021.90. $3,500 has come from the Town of Erwin Communications Department for sponsored events like First Fridays. In the past this was paid directly from the town to performers, but this will simplify the process of scheduling and paying performers from the library itself. No other budgeted money from the Town of Erwin, Town of Unicoi, or Unicoi County has come in yet though it was approved in their budgets and has been requested. Due to this delay in receiving municipal money, we are currently operation on funds from the UCPL Foundation  
   1. Approval of July 2023 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the July 2023 financial report was unanimously approved as submitted.
5. Director’s report. Ms. Olson shared some of the highlights of the past month. August was less busy with a lighter schedule of programs and activities. This was planned due to the busy summer months before it to allow everyone a chance to regroup. Significant cleaning efforts have been made, including deep cleaning the carpet for $800. Mary Blakenship began cleaning the library twice per week on Tuesdays and Thursdays. A library wide collection weeding project is also underway. Staff and volunteers will be removing items from the catalog that are in the system but not on shelves or that have not been circulating.

A new library clerk was recently hired but has already quit. So a new round of hiring will begin soon for the two open positions. The Basement Book Sale, Tech Sale and Homeschool Curriculum Swap event on 8/19 was very well attended. The Curriculum Swap had 59 participants, including several that had traveled long distances to participate. The Tech Sale raised nearly $900 and we sold many bags of books.

1. Holston River Regional Library Report. Ms. Breuer introduced herself to the new members of the Board that were recently added. She shared some updates from the Regional Library about upcoming events and training opportunities. Brochures with more details were handed out to all present.
2. President’s Report.   
     
   Ms. Griffith shared additional information about the Library Service Agreement.
3. Unicoi County Public Library Foundation report. Mr. Bishop shared that the UCPL Foundation Board met on Monday, 8/21. Two people have recently joined the Board, but additional members are always helpful. Carrie Hovey has been doing a great job leading and coordinating UCPL volunteers. The Foundation currently has about $6,000 in the bank and about $286,000 in investments. The annual letter writing campaign will be coming up soon. If you have names of any potential donors to share, please do.
4. Toney Foundation report. Ms. Griffith shared that the Toney Board is working on scheduling a time that everyone can meet. The Board consists of Mayor White, Mayor Evely, Tim Lingerfelt, Ed Krouse, and Cathy Griffith. Juan Villalba plans to join the Board, and additional members would also be helpful. Mr. Brackins is also a lifetime member of the Board. They hope to have a report for the next meeting.
5. Old Business.   
     
   Paid Leave Policy. Ms. Olson shared a document with the Board that shows the original policy and the suggested new changes in red. One thing added is a provision for anyone with earned and unused time under the previous rules to not lose their accrued time off. Staff will be encouraged to use their time off regularly as it is capped at 160 hours maximum until some hours are used. Mr. Bishop suggested a minor update that all agreed to  
     
   a. Approval of the Paid Leave Policy updates. Upon the motion by Ms. Snodgrass, seconded by Ms. Bowden, the motion to update the Paid Leave Policy, including the suggested update from Mr. Bishop, was approved unanimously.
6. New Business.
7. Elect Officers. Ms. Griffith shared that it was time to elect officers for the coming fiscal year. She shared that she, Ms. Bowden, and Mr. Frazier are all willing to continue serving in their current roles on the Board as President, Vice-President and Secretary unless others are interested in being considered. Ms. Griffith also shared that she had approached a few Board members about potentially serving as Treasurer since Mr. Bishop is leaving the Board, and Mr. O’Hare is willing to serve in that role. Ms. Griffith asked if the Board would like to simply vote on the entire slate of proposed officers together or individually. All agreed to vote on all together.

a. Approval of the UCPL Board of Trustees Officers. Upon the motion by Ms. Lafever, seconded by Ms. Donnelly, the motion to approve the UCPL Board Officers as Ms. Griffith as President, Ms. Bowden as Vice-President, Mr. O’Hare as Treasurer and Mr. Frazier as Secretary passed unanimously.

1. Bank Signature Cards. Ms. Griffith share that we need to update the Bank Signature Cards to reflect our new Treasurer as well as add Director Morgan Olson.  
     
    a. Approval of updating the Bank Signature Cards. Upon the motion by Mr. Frazier, seconded by Mr. O’Hare, the motion to approve updating the Bank Signature cards to include Ms. Griffith, Mr. O’Hare and Ms. Olson was approved unanimously.
2. Amended Budget Proposal. Ms. Olson shared a document that specifies how the library intends to use the $3,500 that came from the Town of Erwin Communications Department. This will primarily be for First Friday performers, Halloween Pumpkin Painting, and the Holiday Gingerbread Building Contest. Since this income and plan to spend it was not in our previous budget it is being added now. These funds are not part of the regular budgeted support from the Town of Erwin and we do not know if we should expect to get these funds every year. Ms. Lafever mentioned that it might be a good idea to reach out to other potential sponsors who may be willing to donate funds or items to programs like these.  
     
   a. Approval of the amended budget proposal. Upon the motion of Ms. Lafever, seconded by Ms. Donnelly, the motion to approve the amended budget proposal was approved unanimously.
3. Board comments. Mr. O’Hare mentioned that he noticed that the public comment portion of the agenda is not currently listed in the bylaws. Ms. Griffith explained that we recently added that to our agenda based on a new law in the State of Tennessee. She also noted that it might be a good time to review the bylaws to add things like that and review if there are other changes that need to be recommended.  
     
   Ms. Griffith also mentioned that there have been some more local incidents of people making content reconsideration requests for resources that libraries have chosen to either remove or not make available. It may be worth reviewing our current policies and making sure we have clear communication about the collection development and how we handle challenges from the community.
4. Adjournment. Upon the motion of Ms. Donnelly, seconded by Mr. O’Hare, all agree to adjourn the meeting at 7:00pm. Next meeting will be Thursday, September 28th, 2023 at 6:00pm at UCPL.

Respectfully submitted,

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Andy Frazier, Secretary