

**UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
September 28th, 2023**

The Board of Trustees of the Unicoi County Public Library met September 28th, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Treasurer, Shane O'Hare, Secretary, Andy Frazier, and member Stana Donnelly. Jan Bowden, Jenna Lafever, and Gail Snodgrass were absent

Also present was Sarah Egan from the Holston Regional Library, UCPL Director Morgan Olson.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None.
- III. Approval of August 24th, 2023 meeting minutes. Upon the motion of Ms. Donnelly, seconded by Mr. O'Hare, the minutes of the August 24th, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. O'Hare reported on the August financial statement, sharing updated account balances. Total assets as of time of the report were \$20,926.16. We have finally gotten the budgeted funds from the Town of Erwin, but they are not yet reflected in this report. Still nothing yet from the Town of Unicoi or Unicoi County. Two new employees have been added to the payroll. Mr. O'Hare expressed his thanks to Ms. Olsen for all her assistance in helping him get started in his new role as Treasurer. She has been very quick to respond to questions.
 - a. Approval of August 2023 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Donnelly, the August 2023 financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson shared some of the highlights of the past month. She attended the Public Library Survey training and workshop on 9/11 and a meeting of the directors of the Organization of Watauga Libraries on 9/6. Both were very informative and helpful. The library has restarted several programs that had been on pause due to the Summer Reading Program and because of lack of staff. This includes Homeschool Enrichment, Adult Storytime for Friends with Special Needs, and Paws for Reading.

September is Library Card Signup Month, so several special things are planned. All who sign up for a library card this month are entered into a drawing for prizes. Clinchfield Sub Station hosted a fundraiser and signup event at their restaurant on 9/23 that raised around \$400 for the UCPL Foundation. UCPL staff and volunteers also participated in the Town of Unicoi Yard Sale and Sassafras Moon Herbal Festival recently and there are several more events on the horizon. Carrey Hovie has been doing a great job recruiting and coordinating volunteers.

Coming up soon will be the monthly Basement Book and Technology Sale. We mostly have some TVs and keyboards/mice remaining for sale on the technology side of things. The Apple Festival is the next major event with the parking fundraiser and booth space.

Mr. Frazier also commented that we have finally installed the security camera for the staff entrance/exit. It will allow staff to check that the parking lot and area around the door is clear and safe, especially as it begins to become darker when staff arrive or leave. We are also trying to find a date and time to set up a Meraki demo that includes Ms. Olson, since she was not present for the one offered just before the installation of our new network equipment.

VI. **Holston River Regional Library Report.** Ms. Egan shared some brief updates from the Regional Library. She also expressed her thanks to those that participated in the Trustee Workshop and reminded the Board of additional training resources available to Trustees, including the certification program.

VII. **President's Report.**

Ms. Griffith shared more about the benefits of recently attending the Trustee Workshop. She said that it was well done and she especially enjoyed the presentation on succession planning by the Regional Director, Jennifer Breuer. Our previous UCPL Director started getting some things in place for our succession planning, and Ms. Griffith and Ms. Olson will be continuing to follow the recommendations for improving our plan.

VIII. **Toney Foundation report.** Ms. Griffith shared that the Toney Board finally met. Juan Villalba and Ed Krouse have now joined that board. They are still in the process of trying to track down some missing checks that were sent to the wrong address. The library had a burst water pipe that will need to be repaired. Damage was minimal but there is currently no money budgeted for this by the Toney Board, so funding solutions will need to be explored.

IX. **Unicoi County Public Library Foundation report.** No report, but Ms. Griffith reminded the Board that the giving letter campaign will be happening soon, so if anyone has names and contact information of people that might be interested in supporting the library to please pass that along to her.

X. **Old Business.** None.

XI. **New Business.**

A. **Business Service Policy.** Ms. Olson presented the Business Service Policy document in advance of the meeting for the Board to review. The policy outlines the libraries services and fees for things like printing, copying, laminating, faxing, scanning to e-mail and notary services. Mr. Frazier asked if the fees we charge cover the rates we pay our copier company per print/copy. Ms. Olson confirmed that they do and we have a large amount of prints/copies in the base rate that we rarely go over. The fee also includes things like the cost of paper. Mr. O'Hare asked for clarification about the final line of the policy that indicates a right to refuse notarizing documents for any legal reason. Ms. Olson shared that it is not common, but notaries receive some training on when they may want to refuse the service and are legally able to. Mr. O'Hare also asked if we have a document review process in place for this and other policies. Ms. Griffith shared that while we regularly review most policies and documents, there is not a written policy for that yet.

a. Approval of the Business Service Policy. Upon the motion by Mr. O'Hare, seconded by Ms. Donnelly, the motion to approve the Business Service Policy passed unanimously.

XII. Board comments. None.

XIII. Adjournment. Upon the motion of Mr. O'Hare, seconded by Mr. Frazier, all agree to adjourn the meeting at 6:57pm. Next meeting will be Thursday, October 26th, 2023 at 6:00pm at UCPL.

Respectfully submitted,

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

Andy Frazier, Secretary