

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
October 26th, 2023

The Board of Trustees of the Unicoi County Public Library met October 26th, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and members Jenna Lafever and Gail Snodgrass. Treasurer, Shane O'Hare, and member Stana Donnelly were absent.

Also present was UCPL Director Morgan Olson.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:07 pm.
- II. Public comment. None.
- III. Approval of September 28th, 2023 meeting minutes. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the minutes of the September 28th, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. O'Hare had submitted a report on the September financial statement, that Ms. Griffith commented on. Total assets as of time of the report were \$59,602.21. Net revenue was \$34,821.57. This still does not include budgeted funds from the Town of Unicoi or Unicoi County. Mr. Frazier asked about some overdraft fees on 9/14 listed in the detailed report. Ms. Olson shared that after clearing up a mistake with the bank, those fees were removed.
 - a. Approval of September 2023 financial report. Upon the motion of Ms. Lafever, seconded by Mr. Frazier, the September 2023 financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson shared some of the highlights of the past month. This month's report groups several items into categories. Training opportunities included her attending the Summer Reading Conference hosted at the King Family Library in Sevierville. Next year's Summer Reading Program theme will be Adventure, which presents a lot of compelling opportunities to highlight the outdoors and get local businesses and organizations involved.

Fundraising included the two-part event during the Apple Festival where over \$3500 was raised by parking cars and having a booth with crafts, books and baked good. Ms. Bowden shared that she was happy to provide the booth space in front of her store and it helped draw more people to her store. The monthly basement book sale raised about \$200, which is typical. The Town of Unicoi held their monthly Food Truck Rally and chose UCPL to donate just over \$300 to. The Clinchfield Sub Station fundraiser also raised just over \$300. The owners donated the entire amount they earned that day and a few people signed up for library cards. The United Way Fundraising Kickoff Breakfast was on 10/19 and Ms. Olson attended with Ms. Griffith. The UCPL proposal for this year was the same as last year, \$12,500 for senior programs and \$2,500 for Summer Reading Program, because the United Way is already very generous in their support for UCPL.

Programs and Events in the past month included the “Spooky Nights” events on Friday. There will be a local author talk with Courtnee Turner Hoyle and Joan Berry sharing about their new book on 10/27. The annual pumpkin painting event was a big hit again with about 40 participants submitting some very creative pumpkins for the community to vote on. This event was sponsored by Food City, Food Lion, and the Town of Erwin. The annual “Spooktacular” event will again be held on Halloween. UCPL also hosted a Narcan Training that was done by the Prevention Coalition, and Narcan is now in the Director’s office with staff trained how to use it in an emergency. Finally, the library hosted a homeschool program for children to learn about the solar eclipse and made viewers. Over 84 people participated and even more people are expected for the April eclipse.

Ms. Lafever mentioned that for next year’s Summer Reading Program it would be great to reach out to the group behind the Real Wild Unicoi County campaign who actively works to promote things like the outdoor resources of our community. Ms. Olson said she and the staff already have a lot of ideas about potential programs or events and local businesses or organizations they can reach out to and possibly partner with.

VI. Holston River Regional Library Report. No report.

VII. President’s Report.

Ms. Griffith commented on the 2022-2023 Annual Report that Ms. Olson had shared with the Board at the start of the meeting. This is a full color, 6-page document that highlights some key financial information, circulation statistics, event photos, local stories, and a thank you to our donors.

Ms. Griffith asked the Board to also review the annual giving letter that will be sent out to both current and potential donors. Board members are asked to submit names of those who might be interested in considering supporting the library.

VIII. Toney Foundation report. Ms. Griffith also shared that the Toney Foundation finally received the money from the United Way that had been lost in the mail. Fund balance is at \$10,562.78, but approximately \$2,600 will be spent on repairs to the building sprinkler system soon.

IX. Unicoi County Public Library Foundation report. No report, but Ms. Griffith was able to note that the Foundation has investment assets of \$277,991.58 and \$6,626.97 in the bank. They will hopefully be meeting again before our next meeting.

X. Old Business.

A. Policy Matrix. Ms. Olson shared a document in the Board packet that lists all current UCPL policies and includes information about when it was created, last updated, or when an update will likely be needed. The Internet Policy will need to be updated soon to comply with recent updates to our Library Services Agreement. Ms. Olson will also be looking ahead at what policies need to be added or updated and can alert the Board. Going forward, we will also include a list at the bottom of each policy document that shows the creation and revision history.

After some brief discussion, the Board agreed that since several of these policies were recently created or updated in the past couple of years, it should not be necessary to review and update all policies every year.

XI. New Business.

- A. Holiday Policy Review and Approval of Closures. Ms. Olson provided a copy of the Holiday Policy to review along with suggestions for upcoming closures based on the policy. A minor discrepancy in the second paragraph of the policy needs to be corrected. It states that part-time employees are paid for "six" hours of work then in parenthesis it says "(4)". The correct amount for both should be "four" and "(4)".

The main consideration of the policy is regarding upcoming closures. Per the policy, Ms. Olson proposes closure for Veteran's Day on both 11/10 & 11/11, since the holiday falls on a Saturday. She also proposes closure for Thanksgiving on 11/23 & 11/24, for Christmas on 12/25 & 12/26, and for New Year's Day on 1/1. Of note, Christmas Eve falls on a Sunday, but since Christmas Day is already a paid holiday on the Monday the proposal is to have Tuesday 12/26 as a paid holiday

a. Approval of Closures. Upon the motion by Ms. Snodgrass, seconded by Ms. Lafever, the motion to approve the Closures passed unanimously.

- XII. Board comments. Ms. Griffith shared her thanks to the Board and Staff for the various gifts and kind words she had received from them as she approaches her retirement from over 32 years of working at Johnson City Public Library. She is especially grateful for the opportunity to continue serving UCPL, perhaps even more after she officially retires.
- XIII. Adjournment. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:42pm. Due to the Thanksgiving holiday, and some schedule conflicts for some Board members, the next meeting will be Thursday, November 16th, 2023 at 5:30pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary