

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
November 16th, 2023

The Board of Trustees of the Unicoi County Public Library met November 16th, 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 were UCPL Director Morgan Olson, Holston River Regional Library Director Jennifer Breuer and Toney Board member Ed Krause.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 5:32 pm.
- II. Public comment. Mr. Krause shared that he is glad to have the chance to attend the meeting and looking forward to learning more about what we do.
- III. Approval of October 26th, 2023 meeting minutes. Upon the motion of Ms. Lafever, seconded by Ms. Bowden, the minutes of the October 26th, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. O'Hare had submitted a report on the October financial statement, that Ms. Griffith commented on. Total assets as of time of the report were \$52,115.80. Unicoi County funds should be coming soon but have not arrived yet. Expenditures year to date are \$66,985.47 and we have \$29,191.54 in the bank. Overall, we are in a very good place financially at the halfway point of the fiscal year compared to years past.
  - a. Approval of October 2023 financial report. Upon the motion of Ms. Bowden, 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. Noteworthy programs and events have included a new tech drop-in opportunity that is targeted towards seniors who may need help using or troubleshooting devices, but help is available for all ages. The Halloween Spooktacular was well attended. Local author Courtnee Turner Hoyle participated in two events. The first Dungeons and Dragons event also went well, with about 12 teens in attendance and several great items donated by the game's publisher.

Keeping the Valley Beautiful and Clinchfield Credit Union led a community cleanup event in front of the library and at the skate park. Everyone who participated was entered into a drawing to win free tickets to Speedway in Lights. The First Responder's Meal was sponsored by the Elk's Lodge on 11/18. Additional donations of chili, cookies, bowls, plates, spoons, etc. would be helpful. Several Board members offered to bring those and other items. The annual Shop Small event will be on 11/25 all day and throughout the holiday season. Circulation numbers have remained good, especially when including the READS resources, which has been growing in popularity among patrons.

VI. Holston River Regional Library Report. Ms. Breuer shared some brief updates about what is going on at the Regional Library. Selena Harmon has an upcoming program that will be about READS, which is Tennessee's Regional E-book and Audiobook Download System. Another program will be coming soon with more information about the Tennessee Electronic Library (TEL). There are a few planned upcoming closures, due to the holidays and staff trainings.

VII. President's Report.

Ms. Griffith shared an update regarding the two community giving cabinets that are located outside of the library building. One was recently vandalized, with food opened and thrown around the cabinet and surrounding area. The mess was cleaned up, but this is not the first incident related to the cabinet and likely won't be the last. The cabinet does not belong to the library and is supposed to be managed and maintained by the community.

It was suggested that the Board should consider and further discuss the possibility of either moving the cabinet to another part of our property away from where patrons enter the building or possibly reach out to other community organizations, churches or other businesses that might be better locations for those in need.

One suggested option was the Animal Shelter, due to their location being closer to the Linear Trail, which may be more accessible to some people in need. Ms. Snodgrass offered to talk to some people at the Animal Shelter and other Board members were also going to consider possible options.

VIII. Toney Foundation report. Ms. Griffith gave a brief update from the Toney Board. She invited Mr. Krause to share a few things, including mentioning his involvement in working on updating the bylaws of that Board.

IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that the UCPL Foundation Board still had not been able to meet yet, but that generally speaking the investment funds are growing as the economy has been improving recently. Annual reports and the letter for the fundraising campaign will be sent out soon. Last year the letters were very successful, raising over \$10,000. Consistently sending these out each year to potential donors is both a good way to communicate with stakeholders and may eventually lead to more contributors in the future

X. Old Business.

A. Policy Matrix. Ms. Olson shared some quick updates from last month's meeting and discussion on this topic. She will continue tracking policies and make the Board aware of the ones that need attention. Ms. Griffith mentioned that we may need to work on creating an internal controls policy soon. Ms. Breuer offered her assistance and encouraged taking advantage of regional library resources. Former Board member Travis Bishop was also mentioned as a great resource still available to help if needed. Ms. Olson and others will work on having something to present possibly at the January meeting.

XI. New Business.

A. Internet Use Policy. Ms. Olson presented an updated Internet Use Policy which more directly spells out some of the things that are required by our Library Services Agreement. Some of the things were already being practiced but the language was not written in the policy, so this update corrects that.

a. Approval of the Internet Use Policy. Upon the motion by Ms. Lafever, seconded by Ms. Bowden, the motion to approve the updated Internet Use Policy passed unanimously.

B. Cancel December Board meeting. Ms. Griffith proposed that we cancel the December meeting since there is no anticipated major business that needs to be accomplished and to give everyone a break for the holidays.

a. Approval of cancelling the December Board meeting. Upon the motion by Ms. Lafever, seconded by Ms. Bowden, the motion to approve the cancellation of the December Board meeting was passed unanimously.

XII. Board comments. None

XIII. Adjournment. Upon the motion of Ms. Bowden, seconded by Ms. Snodgrass, all agree to adjourn the meeting at 6:09pm. The next meeting will be Thursday, January 25<sup>th</sup>, 2024 at 6:00pm at UCPL.

Respectfully submitted,



---

Andy Frazier, Secretary