

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
February 22nd, 2024

The Board of Trustees of the Unicoi County Public Library met on February 22nd, 2024, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Treasurer, Shane O'Hare, Secretary, Andy Frazier, and member Stana Donnelly. Jenna Lafever and Gail Snodgrass were absent.

Also present were UCPL Director Morgan Olson and Holston River Regional Library Director Jennifer Breuer.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None
- III. Approval of January 25th, 2024 meeting minutes. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, the minutes of the January 25th, 2024, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. O'Hare reported on the financial statement from January. He shared that total assets as of time of the report were \$97,057.53. Total revenue was at \$36,441.83 and total expenditures were \$17,050.61, resulting in a net revenue for the month of \$19,385.80
  - a. Approval of January 2024 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the January 2024 financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson updated the Board on where fundraising stands for the library repairs. So far an estimated \$40,000 has been raised. That does not include funds not yet received from community fundraisers or events.

Mr. Ryan Kelly with Square Deal, Inc. will be our contractor to oversee the repairs. He is generously donating his time and encouraging others to do the same for this project to minimize our labor costs. The Town of Erwin has on the agenda of their next meeting to consider approving an additional \$5000 donation that would be earmarked for additional staff hours that will be needed once repairs are made and replacement items are purchased.

The basement was significantly cleaned and re-organized by volunteers in preparation for the upcoming book sale. Board members are encouraged to take a look if they haven't seen the improvements. Our hard working volunteers are appreciated for the many ways they contribute.

The Homeschool programs that are led by staff member, Ms. Elizabeth Kyker, have been going very well with rapidly growing attendance. After some recent programs with an attendance limit of 30 students filled up almost immediately after announcing, she decided

to start splitting the group into two groups to allow for up to 60 students. Since doing so, both groups have been filling up.

VI. Holston River Regional Library Report. Ms. Breuer reported on a few things from the regional library. She reminded Ms. Olson of their commitment to be available to help with cataloging when that time comes. She shared that she and Ms. Harmon will be leading a customer service and de-escalation training program soon. The program will include lunch.

VII. President's Report.

Ms. Griffith mentioned one of the items included in the Board packet is a more detailed financial statement of library activities from the past year. The library currently is not included in the Town of Erwin audit, despite being a component unit of that municipality, and we cannot afford to conduct our own independent audit. Since a few members of the Board and Ms. Olson have enough experience with what is typically required for an audit, they decided to create a financial report that includes most of the information that would be found in an audit for the sake of being able to provide financial transparency to the Board and others that might request that level of detail. Doing this is also a good way to be prepared for the possibility of future audits

VIII. Toney Foundation report. Ms. Griffith reported that \$22,695.52 is currently in the bank for the Toney Board. Income of \$1250 came from the United Way, \$7000 was sent anonymously from an unknown organization called, "Doc and Diddy" for repairs, and \$6517.49 came from the insurance disbursement, all contributing to higher than usual income for that organization. All expenses for the building repairs will run through the Toney Board, due to the 501c3 status and since they are responsible for the building. Any funds that have been donated to the UCPL Foundation or the library itself for that purpose will be transferred to them when that time comes.

IX. Unicoi County Public Library Foundation report. No report

X. Old Business. None

XI. New Business.

A. Budget Amendment

Ms. Olson requested some minor changes to the approved budget, including \$300 to be moved from the teen materials budget to the teen programs budget, and \$250 from digital materials to Homeschool Headquarters. These changes are simply a result of adjustments to the programming made by the staff and do not affect the overall budget amount, but rather just what funds are being spent on.

a. Approval of the proposed budget amendment. Upon the motion of Mr. O'Hare, seconded by Ms. Bowden, the proposed budget amendment was unanimously approved as submitted.

B. FY23 Year End Financial Report

Ms. Griffith requested that the Board formally accept the previously discussed FY23 Year End Financial Report that was done in place of an official audit not happening yet. She noted that there are some additional things that would typically be required that are not in this report but that can be prepared to present in the future if desired. Approval of this report by the Board is an acknowledgment that to the best of our knowledge this report accurately reflects FY23 financials and allows us to make the report available to the public or to those that may request it.

a. Approval of FY23 Year End Financial Report. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the FY23 Year End Financial Report was unanimously approved as submitted.

C. FY25 Budget Request

Ms. Olson shared a document that she created which expresses thanks to local municipalities for their past contributions to the library, reports on how those things have helped provide critical resources and services to the community, and shares what the library needs for the future in the form of funding requests for the 2024-2025 fiscal year. Town of Erwin and Unicoi County Commission both budgeted \$55,000 for the library last year, while the Town of Unicoi budgeted \$5,000. The request for next year will be \$70,000 from both Town of Erwin and Unicoi County Commission and \$30,000 from Town of Unicoi. Ms. Olson requested Board approval of the document before she shares it with local government officials as they begin discussions for next year's budget, especially regarding the funding amounts being proposed.

a. Approval of FY25 Budget Request. Upon the motion of Mr. O'Hare, seconded by Ms. Bowden, the FY25 Budget Request was unanimously approved as submitted.

XII. Board comments. None

XIII. Adjournment. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, all agree to adjourn the meeting at 6:56pm. The next meeting will be Thursday, March 28th, 2024 at 6:00pm at UCPL.

Respectfully submitted,



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Andy Frazier, Secretary