

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
March 28th, 2024

The Board of Trustees of the Unicoi County Public Library met on March 28th, 2024, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and members Stana Donnelly, Jenna Lafever and Gail Snodgrass. Treasurer, Shane O'Hare was absent.

Also present were UCPL Director Morgan Olson and Holston River Regional Library Technical Services Assistant Ambrea Johnson.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None
- III. Approval of February 22nd, 2024 meeting minutes. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the minutes of the February 22nd, 2024, meeting were unanimously approved as submitted.
- IV. Approval of March 7th, 2024 e-mail vote minutes. During the month, the Board was contacted by Ms. Olson regarding an important and time-sensitive decision related to the replacement bookshelves quote. Since a decision had to be made before an in person meeting could be held, an e-mail vote was held. A summary of the discussion and e-mail vote was recorded as additional minutes, submitted to all Board members for approval. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the March 7th, 2024, meeting were unanimously approved as submitted.
- V. Treasurer's report. Ms. Griffith reported on the financial statement from February that Treasurer O'Hare had submitted. Total assets as of time of the report were \$125,011.79. Total revenue for the month was \$48,807.92 and total expenditures were \$21,412.03, resulting in a net revenue for the month of \$27,363.38
 - a. Approval of February 2024 financial report. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, the February 2024 financial report was unanimously approved as submitted.
- VI. Director's report. Ms. Olson updated the Board on fundraising efforts and library repairs. Total funds raised now exceed \$50,000. A donation of \$5,000 came from a former local resident. The Elizabethton High School FCA group raised over \$500 and presented it to the library at a recent baseball game against UCHS. Scott's Farm is planning to donate a percentage of their opening day ice cream sales to the library as well. All of these donations have been incredibly valuable and helpful.

New shelving has been ordered and is expected to be installed in time to potentially use the space by the start of the Summer Reading Program. Sprinkler system repair started on 3/27. Book orders for replacement books have started so we will be ready to catalog and shelve

them soon after the bookshelves are completed. A presentation was made to the Unicoi County Budget Committee on 3/19. The library is asking for \$15,000 of additional funds in next year's budget. The committee seemed receptive to the presentation and complimentary about the things happening at the library.

Staff member, Laura Elliott is beginning working towards ALA certification in Collection Assessment. The Board expressed appreciation for the ongoing great work of the staff and the leadership of Ms. Olson throughout recent events.

- VII. Holston River Regional Library Report. Ms. Johnson reported on a few things from the regional library. She reminded everyone that the Regional Library will be closed on a few upcoming dates, including Good Friday and on 4/8 for a Development Day. There will be a grant writing workshop on 4/30 and a Surefire Fundraising workshop on 5/1. Both of these training opportunities will be at their Johnson City location and the fundraising one will also be available to attend virtually. Both staff and trustees are welcome to participate and benefit from these opportunities.
- VIII. President's Report.
- Ms. Griffith share that in lieu of a separate President's report she had several updates to share from the various other library related foundations.
- IX. Toney Foundation report. Ms. Griffith shared a summary of the most recent Board meeting for the Toney Foundation, which took place on 3/26. They approved all of the proposed repairs submitted by Ryan Kelly. This will likely also include some repairs to known issues with the roof. The Board also has been notified by the insurance company that next year's rate is going up 37% to around \$8200/year. Unfortunately, as the library remains in the midst of significant repairs, there is little the Board can do to consider shopping around and considering other companies at this time. There has been some discussion about the possibility of maybe combining the two library related foundations into a single group, but it seems unlikely that would be able to happen within the next year until after the repairs to the building are completed.
- X. Unicoi County Public Library Foundation report. Ms. Griffith shared that about \$12,000 was raised by this foundation in the annual letter campaign. After the leak in the library they did not continue sending out letters or soliciting donations due to all the other efforts that were going into raising money for repairing the children's room. The total of the current foundation funds is around \$310,000, but that number can change based on the value of investments and does not yet include the usual annual disbursement.
- Mr. Frazier asked if either we or Mr. Kelly can track the amount and value of the time he is donating to the library so that we can acknowledge and thank him for his efforts. If he is willing to allow us to share that information and thank him publicly or if he can use that information for tax purposes. Without his generosity, the library would have had a much harder time making the needed repairs in a timely fashion.
- XI. Old Business. None

XII. New Business.

A. UCPL Patron Code of Conduct

Ms. Olson shared an updated version of this document and explained that the main update to it involved adjusting the age expectations for unaccompanied minors. The new document would help her and the staff and bring our library policy more in line with some other local libraries.

- a. Approval of the proposed budget amendment. Upon the motion of Ms. Donnelly, seconded by Ms. Snodgrass, the proposed budget amendment was unanimously approved as submitted.

B. Internal Control Policy

Ms. Olson shared this brand new policy document will give the library some safeguards in how money is spent and formally establish some oversight roles. Some additional discussion was held regarding the possibility of future audits with the Town of Erwin and the value of a policy like this.

- a. Approval of Internal Control Policy. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the Internal Control Policy was unanimously approved as submitted.

XIII. Board comments. Ms. Bowden asked a couple of questions regarding the maintenance and inspection of the sprinkler system in the past and what the expectations will be in the future. Some discussion on this topic was held with no formal action suggested.

XIV. Adjournment. Upon the motion of Ms. Lafever, seconded by Ms. Donnelly, all agree to adjourn the meeting at 6:44pm. The next meeting will be Thursday, April 25th, 2024 at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary