

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
April 25th, 2024

The Board of Trustees of the Unicoi County Public Library met on April 25th, 2024, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and member Stana Donnelly. Treasurer, Shane O'Hare, and members, 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 6:01 pm.
- II. Public comment. None
- III. Approval of March 28th, 2024 meeting minutes. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the March 28th, 2024, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Ms. Griffith reported on the financial statement from March that Treasurer O'Hare had submitted. Total assets as of 3/31/24 were \$102,822.17. Total revenue for the month was \$11,564.09 and total expenditures were \$34,461.84, resulting in a net revenue for the month of -\$22,903.17. The net loss is a result of now paying for the expenses related to the repairs and renovations in the Children's room. All budget categories are generally where expected, except for extra personnel costs. The Town of Erwin is planning an extra contribution of \$5,000 to help with this.
 - a. Approval of March 2024 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Donnelly, the March 2024 financial report was unanimously approved as submitted.
- V. Director's report. Ms. Olson reported on the status of the Children's room. Not much has changed in the amount of funds raised, which sits at around \$50,000. This is about what was expected that the library would need after the leak. The sprinkler system and electrical repairs are complete. Drywall, paint, and carpet installation still need to happen before the new shelving can be installed. After that, there will hopefully be about \$12,000 remaining to cover remaining costs for furniture, decorations, and any other needed repairs. Some of those items could possibly happen after the summer reading program and once we have a more clear idea of the remaining budget available.

Programs for the past month were very well attended. Over 400 patrons attended some portion of the eclipse party and glasses giveaway. That is the largest attendance for a library program in recent memory. The adult and teen mosaics class was also very popular, serving a total of 28 people, but with a lot of interest and long waitlist. The homeschool, story time, and teen programs all continue to thrive, frequently at or near their capacity.

Upcoming training for staff include grant writing and fundraising workshops. Circulation numbers have remained about the same as recent months, but continue to be strong and

show increased engagement compared to even just a few years ago.

Mr. Frazier commented on the success of Homeschool programs and expressed thanks on behalf of First Christian Church of Erwin for Ms. Kyker and the group taking good care of their Fellowship Hall, when they have used that space for programs. Some church members who have attended library programs have also expressed to him how much they appreciate the things the library offers to their family and the community.

- VI. Holston River Regional Library Report. Ms. Breuer shared some news about upcoming training opportunities, some of which had already been discussed during the Director's report. 2025 Tech Grant applications are now available. She also briefly discussed a new mentorship initiative that she is part of with the Tennessee Library Association.
- VII. President's Report. No report
- VIII. Toney Foundation report. Ms. Griffith shared that the Toney Foundation has submitted a funding request to Tim Bailey and the Town of Erwin related to the significant increase in our insurance premium. The new premium will be around \$8300, up from the previous amount of around \$5000. This was expected as a result of our major claim related to the Children's room. Unfortunately, since we are still in the middle of the repairs, the Toney Board cannot consider alternative providers. Funding of this foundation remains minimal and though there was recently approximately \$25,000 in the bank, nearly all of that is committed to other upcoming expenses.
- IX. Unicoi County Public Library Foundation report. No report. This foundation is scheduled to meet again soon.
- X. Old Business. None
- XI. New Business. None
- XII. Board comments. None
- XIII. Adjournment. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:35pm. The next meeting will be Thursday, May 23rd, 2024 at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary