

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

The Board of Trustees of the Unicoi County Public Library met on May 25th, 2024, at the Unicoi County Public Library in Erwin, TN. This was a rescheduled meeting from the originally planned meeting date of May 23<sup>rd</sup>, due to several board members being unable to meet that evening. Members present at the meeting were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and members Stana Donnelly and Gail Snodgrass. Treasurer, Shane O’Hare, and member, Jenna Lafever 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 10:07 am.
- II. Public comment. None
- III. Approval of April 25th, 2024 meeting minutes. Upon the motion of Ms. Donnelly, seconded by Ms. Snodgrass, the minutes of the April 25th, 2024, meeting were unanimously approved as submitted.
- IV. Treasurer’s report. Ms. Griffith reported on the financial statement from April that Treasurer O’Hare had submitted. Total assets as of 4/30/24 were at \$69,387.74. Total revenue for the month was \$10,569.96 and total expenditures were \$50,456.69, resulting in a net revenue for the month of -\$39,886.73. The net loss is a continued and expected result of paying for the expenses related to the repairs and renovations in the Children’s room. Year to date we are at \$38,448.56 in the bank account.
  - a. Approval of April 2024 financial report. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, the April 2024 financial report was unanimously approved as submitted.
- V. Director’s report. Ms. Olson reported the latest news regarding the Children’s room repairs and renovations. No significant new fundraising since April. Around 75% of the replacement books have been ordered and invoiced. Shelves were scheduled to ship on 5/22, but there is no definite delivery date yet. We are also waiting for painting to be completed and flooring to be installed.

Several staff members attended training events for grant writing and fundraising. Staff and volunteers have also hosted two booth spaces at local events, the Trails and Tunes Festival in Erwin, and the Strawberry Festival in Unicoi. Homeschool programs concluded the school year with a fire themed class. They will take a break for the summer and start up again in the Fall. 12 patrons attended our container garden class and 17 attended the Mother’s Day hanging basket program. We also host a series of public health programs in partnership with the Unicoi County Health Department.

The library will be closed for Memorial Day on 5/27. Summer Reading Programs will begin a little later than usual this year as we are hoping to complete more renovations in the

Children's Room before reopening that area. That program will begin on June 10th and continue through July 27<sup>th</sup>. Circulation statistics were shared and look great. We expect to see a jump in circulation during the summer months, especially once the Children's area re-opens and we have a lot of new items available.

- VI. Holston River Regional Library Report. Ms. Breuer shared that the regional library is still waiting to hear back from the state on the updated training plan they submitted. A regional Trustee orientation program will be offered soon. Ms. Breuer and Ms. Harmon are planning to visit all the regional libraries throughout the Holston region during the summer months. They are happy to try and schedule those visits to coincide with any special events we are doing this summer.

Ms. Donnelly asked for some more information about the Trustee orientation/certification programs. Ms. Breuer shared that the annual Trustee Workshop will take place later this year on September 24<sup>th</sup> in Jefferson City, TN. There are also some online courses, but some of them are in the process of being updated, so it may be a good idea to wait a little longer before making use of those, especially the Trustee Certification one.

- VII. President's Report. Ms. Griffith shared that she is investigating more information about a PayPal account that may have been set up in the past for fundraising, but that is not currently under the control of UCPL or the foundations. The additional \$5000 donation from the Town of Erwin has come in, and some town employees have been very helpful coming to pull weeds and assist with things around the library. Tim Bailey is planning to help us out with transporting and storing a large door from the Children's Room that we'd like to temporarily have out of the way. Due to the historic designation of our building we must keep and preserve it despite the renovations in that room. Ms. Griffith briefly discussed our expected amounts of funding from local municipalities, though until their budgets are finalized and voted on we won't know exactly what to expect. Detailed budget requests were presented to all of them and we made ourselves available to answer any questions, but we were not asked to come to any of their budget workshops.
- VIII. Toney Foundation report. Ms. Griffith shared that the Toney Foundation has \$8,522.76 in the bank. \$7600 of that is already earmarked for roof repairs which we hope will happen in mid-June. Nothing else to report at this time.

- IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that this foundation has about \$15,000 in the checking account and around \$300,000 in investments. There will be one more distribution of \$20,000 still coming for this fiscal year. There may be an opportunity in the Fall for all three library boards, the UCPL Trustees, the Toney Foundation, and the UCPL Foundation to meet together.

- X. Old Business. None

- XI. New Business.

- 1. Library Service Agreement. An updated Library Service Agreement was shared with the Board and discussed at previous meetings. Ms. Olson presented the final version for formal approval

- a. Approval of Library Service Agreement. Upon the motion of Ms. Donnelly, seconded by Ms. Snodgradd, the Library Service Agreement was unanimously approved as submitted.
2. Budget Amendment. Ms. Griffith and Ms. Olson reviewed the proposed updates to the budget.
  - a. Approval of Budget Amendment. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the Budget Amendment was unanimously approved as submitted.
3. Board comments. None
4. Adjournment. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, all agree to adjourn the meeting at 10:56 am. The next meeting will be Thursday, June 27th, 2024 at 6:00pm at UCPL.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andy Frazier', written in a cursive style.

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Andy Frazier, Secretary