

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
June 29th, 2024

The Board of Trustees of the Unicoi County Public Library met on June 29th, 2024, at the Unicoi County Public Library in Erwin, TN. This was a rescheduled meeting from the originally planned meeting date of June 27<sup>rd</sup>, due to the Board of Mayor and Alderman rescheduling their meeting for the same evening. 3 members were up for election at that meeting, so the board felt it would be best to reschedule. Members present at the meeting were President, Cathy Griffith, Vice President, Jan Bowden, Treasurer Shane O'Hare, and member and Gail Snodgrass. Secretary, Andy Frazier, and members, Jenna Lafever and Stana Donnelly were absent. Due to the absence of Secretary Andy Frazier, Morgan Olson will be taking minutes.

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 10:09 am.
- II. Public comment. None
- III. Approval of May 25th, 2024 meeting minutes. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the minutes of the May 25th, 2024, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Ms. Griffith reported on the financial statement from May that Treasurer O'Hare had submitted. Total assets as of were at \$44,945.30. Total revenue for the month was \$13,370.45 and total expenditures were \$13,359.61, resulting in a net revenue for the month of \$10.84. The small net revenue is expected as a result of paying for the expenses related to the repairs and renovations in the Children's room. Year to date we are at \$44,945.30 in the bank account.
  - a. Approval of May 2024 financial report. Upon the motion of Ms. Bowden, seconded by Ms. Snodgrass, 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 delivered, but replacement panels will need to be sent due to errors made on the part of the shelving company. We are also in search of a new contractor, due to the forfeiture of the project by Ryan Kelly and Square Deal Inc. The small amount of work left is to update the area around the scale to make it ADA compliant. We hope to open in August.
  - a. The library will be closed on July 4th for Independence Day
  - b. The annual Summer reading program will continue in July. Program attendance has been in line with the previous year, which is better than expected due to the children's room being closed.

- c. Ms. Snodgrass interjected to discuss the plans for the Ayres Foundation to write a grant proposal for the TN Connected Communities Grant. This grant proposal is to buy the old bank building located on Main Ave. A large portion of this plan is to move the library to that location with more space and a building that is more structurally sound.
  
- VI. Holston River Regional Library Report. Ms. Breuer shared that Title VI training will be due at the end of June and that the upcoming year's training schedule should be out soon.
  
- VII. President's Report. Ms. Griffith did not have an update on the Col. J.F. Toney Foundation, as they have not met since the last trustees meeting. The UCPL Foundation met on Tuesday the 25th. They report that the last \$20,000 from FY '24 will be delivered after the end of the FY due to some illness and logistical issues.
  
- VIII. Old Business. None
  
- IX. New Business.
  - a. FY '25 Budget
    - i. The budget was presented by Ms. Olson
    - ii. There is a difference of about \$30,000, which is due to holdover from the children's room renovation. Donations for that project were acquired in FY 24, but the project will be completed in FY 25.
    - iii. Upon the motion of Ms. Griffith, seconded by Ms. Bowden, the FY 25 budget was unanimously approved as submitted.
  - b. Filming Policy
    - i. Jen Breuer commented that the proposed filming policy was not comprehensive enough to pass as is. She made sever suggestions for additions, such as commercial use, and provided some insight into filming policies as a whole.
    - ii. The Filming policy was tabled and will be discussed again with edits in July.
  - c. Capitalization and Fixed Asset Policy
    - i. Ms. Griffith presented the policy for capitalization and fixed assets.
    - ii. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the policy was unanimously approved as submitted
  
- X. Board comments. None
  
- XI. Adjournment. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, all agree to adjourn the meeting at 10:56 am. The next meeting will be Thursday, July 25th, 2024 at 6:00pm at UCPL.

Respectfully submitted,

Morgan Olson