

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

The Board of Trustees of the Unicoi County Public Library met on July 25th, 2024, at the Unicoi County Public Library in Erwin, TN. Members present at the meeting 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 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 June 29th, 2024 meeting minutes. Upon the motion of Ms. Bowden, seconded by Ms. Snodgrass, the minutes of the June 29th, 2024, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Ms. Olson noted that there was an issue with this month's report due to the transition to the new fiscal year as well as a complication with our bank, Mountain Commerce Bank, switching to a new system and app during the past month. This created problems with Quickbooks that could not be resolved prior to the meeting. It was suggested that this report be delayed to the next meeting.

Unicoi County approved the request for \$10,000 more for this year's budget. Neither the Town of Erwin nor the Town of Unicoi approved proposed increases. The final \$20,000 distribution from the UCPL Foundation did not come before the end of last fiscal year, so will be rolled into this year

- a. Approval of June 2024 financial report. Tabled until next meeting.
- V. Director's report. Ms. Olson reported the latest news regarding the Children's room repairs and renovations. There is now a new contractor to finish the repairs, but still waiting to schedule when they will happen. Work should be by August 19th and it is not expected to take much longer to complete. The end caps of our custom shelving were wrong, so we are waiting for those to be made and sent later. We can open the room without those once the other repairs are completed. Remaining orders for replacement books and resources have been placed on hold for now, but will hopefully happen in August.

Laura Elliott completed training this month for collection management as well as an ALA course for collection assessment. With the start of the school year she will also be stepping back some on her work hours to be more available to her kids. Ms. Olson expects to have adequate staff availability to pick up those hours of work.

The summer reading program went very well, regularly having 20 participants for adult programs. End of summer parties are scheduled for the weekend.

Employee evaluations will also start in August. Self-evaluations and one-on-one meetings will be done to determine areas of improvement. Raises will be awarded based on performance. Ms. Olson will also submit a self-evaluation next month along with anonymous staff evaluations. She will investigate how other libraries handle Board evaluations so we can do that as well.

- VI. Holston River Regional Library Report. Ms. Breuer shared that the regional library will have applications available in August for the Trustee Workshop in September. Regional Trustee orientation is happening online on August 8th from 7-8pm. Leadership development is this year's theme for training, with an increased focus on children this year. Ms. Breuer took a moment to compliment the Board, Director and staff of UCPL for all the good work happening at this library.

Ms. Griffith commented that Board members should consider Trustee Certification, because the number of certified Trustees we have can influence what funding we can qualify for. Only 2-3 of our current Board members are certified. The process takes about 3 hours and then Trustees are certified for 6 years

- VII. President's Report. Ms. Griffith shared that some people are considering and have asked about opportunities to donate significant amounts of money to the library or our foundations. She also shared a draft of a document outlining a potential policy that would guide naming various things in and around the library like rooms, shelves, collections of materials and programs if donors gave certain amounts of money. The Board will review and discuss again in the future.
- VIII. Toney Foundation report. Ms. Griffith shared that the Toney Foundation has \$9,772.90 in the bank. About \$8000 is owed for the roof which would leave not much left. The Foundation needs to meet again soon to discuss this and several other important things.
- IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that this foundation has about \$6,200 in the bank account plus the investments in the Raymond James account. A new giving form for the Foundation is now available.
- X. Old Business.

- 1. Filming Policy. Ms. Olson presented the updated policy proposal

- a. Approval of Filming Policy. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowen, the Filming Policy was unanimously approved as submitted.

- XI. New Business.

- 1. Bereavement Policy. Ms. Olson shared that though no updates are suggested for this policy, it is among those that the Board will now review and approve again periodically

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

2. Discipline Policy. Ms. Griffith noted that we could improve the language in a few places. Specifically, it was suggested that the final line of number 3 on page 1 could be removed. In each case where the word, "Administration" is used, the title, "Director" could be used instead since that is the expectation. The Board decided to table approving this policy until after the edits are made
 - a. Approval of Budget Amendment. Tabled until next meeting.

3. Grievance Policy. Ms. Griffith suggested the possibility of making a standard form that staff could use if they wish to file a complaint in writing. The Director can also document anything that is brought to them verbally if we want to have a written record. The Board decided to table approving this policy and discuss more next month.
 - a. Approval of Budget Amendment. Tabled until next meeting.

4. Board comments. None

5. Adjournment. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:57 pm. The next meeting will be Thursday, August 22nd, 2024 at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary