

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
October 24th, 2024

The Board of Trustees of the Unicoi County Public Library met on October 24th, 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 September 26th, 2024 meeting minutes.
  - a. Upon the motion of Ms. Snodgrass, seconded by Ms. Bowden, the minutes of the September 26th, 2024, meeting were unanimously approved.
- IV. Treasurer's report. Ms. Griffith shared that we have \$49,660.62 in assets, \$41,190.88 at the end of the quarter after all liabilities. This number appears to be \$20,000 higher than expected due to the late disbursement that was intended for last fiscal year that landing in this fiscal year.
  - a. Approval of the September 2024 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Donnelly, the September 2024 financial report was approved unanimously.
- V. Director's report. Ms. Olson shared some updates related to flood relief. UCPL has waived fees for WiFi hotspots and is making them available to patrons for the foreseeable future. Money that was raised during the September book sales was donated to flood relief efforts. Ms. Olson also mentioned being open to any other ideas of ways the library can support the needs of people in the community at this time.

UCPL did lose a significant amount of expected fundraiser income due to the Apple Festival being cancelled. Between \$3,000-\$4,000 is what was typically raised over that weekend through parking and the booth space. Those funds typically went into the general budget.

Some ideas were shared about people we could reach out to that may provide additional donations that could offset lost income. Another idea was shared about the library being a source of information or assistance for people needing advice or assistance with grants. Finally, another idea was shared to make sure the EMA agencies and others helping people are aware of services UCPL offers like printing, copying, and faxing. Some of the usual fees could be waived for these services as needed.

Ms. Olson also shared that besides the summer months, October tends to be one of our busiest. Several Halloween related events are coming up including the Downtown Erwin Halloween which has been moved to Nolichucky Ave. right in front of the library. UCPL will host a free movie starting at 5pm with free popcorn and candy to give out. Pumpkins that have been painted by community members can be voted on by other members of the community with prizes awarded for various ages and categories. Later in November, the Shop Small Handmade Market will again take place on the Saturday after Thanksgiving.

Ms. Olson attended an E-rate training session by Red River Regional Library. Other upcoming trainings that staff may participate in include book mending, summer reading, and collection development. The library will also have some holiday closures in November, including: 11/11 for Veteran's Day, and 11/28 – 11/29 for Thanksgiving, reopening on 11/30.

A final note that staff member Laura Elliott has decided to step down from her role. Ms. Olson and several Board members expressed how much they have appreciated her contributions and that her presence on staff will be missed.

- VI. Holston River Regional Library Report. Ms. Breuer shared that Mr. O'Hare had completed the Trustee Certification program and encouraged other Board members to consider also pursuing that as they are able. She also mentioned some brief updates regarding other libraries in the system that were near flood affected areas or directly affected. Most of the Holston River libraries were not directly affected except for Stokely Memorial Library in Newport, TN. She shared some of the ways that the community, regional library and state library and representatives have already been working to assist them with cleanup and grant funding. The situation could have been much worse for them and other libraries than it was. Some general ideas about how libraries can serve as a valuable resource after a local disaster were also discussed. In many cases, libraries are already offering services or resources community members need, so it is important to remind them or seek ways to connect with those in need who may not be aware of what is available.
- VII. President's Report. Ms. Griffith shared an update from the previous meeting regarding the possibility of Mr. O'Hare leaving the Board and Mr. Terry Wise considering joining the Board. Mr. O'Hare has not yet formally resigned his position and Mr. Wise as the owner of Uncle Johnny's Hostel has been wrapped up in flood recovery work and making repairs to that business.
- VIII. Toney Foundation report. No report. They have not met since last meeting.
- IX. Unicoi County Public Library Foundation report. Ms. Griffith shared some quick updates on the foundation's financials. They will re-evaluate what to say in this year's letter campaign in light of the recent events in our area. It will likely include some of the information previously discussed about how the library was impacted by the flood and cancellation of the Apple Festival, as well as the role the library expects to play in recovery efforts and why now is a great time to support the library

X. Old Business

1. Employee Handbook. All the previously discussed changes were made and the Board was given an updated version of the handbook to review prior to the meeting
  - a. Approval of the Employee Handbook. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the updated employee handbook was unanimously approved.
2. Director Retroactive Payroll Correction. This was also discussed briefly at the end of last meeting but requires Board action. A total of \$632.73 is what will be added to a future paycheck for Ms. Olson so that her approved raise amount begins when other staff members received their raises.
  - a. Approval of the Payroll Correction. Upon the motion of Ms. Lafever, seconded by Ms. Snodgrass, the Director retroactive payroll correction was unanimously approved.

XI. New Business.

1. Holiday Closures and Board Meeting reschedule/cancellation. Ms. Olson shared a document prior to the meeting listing the scheduled library closure dates for November-January based on our policy. There was also a request to clarify when the November Board meeting will take place, since the 4<sup>th</sup> Thursday will be Thanksgiving. It was suggested that we consider cancelling the December Board meeting due to Christmas. The Board decided to confirm the closures, cancel the December Board meeting and the November meeting would be scheduled for 11/21.
  - a. Approval of the Holiday Closures and Board meeting reschedule/cancellation. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, the Holiday Closures and Board Meeting reschedule/cancellation was unanimously approved.
2. Cardholder Policy. Ms. Olson shared that this has not changed but was on her schedule of policies to be reviewed by the Board. No new changes were suggested.
  - a. Approval of the Cardholder Policy. Upon the motion of Ms. Lafever, seconded by Ms. Donnelly, the Cardholder Policy was unanimously approved as submitted.
3. Board comments.

Board members briefly discussed the possibility of giving away remaining UCPL totes that we still have. Some additional fundraising ideas were also discussed including the possibility of looking into getting a gaming license to offer BINGO events with prizes. We have had some successful BINGO nights without prizes. It was also mentioned that next year will be the 100<sup>th</sup> anniversary of our building, which may be an opportunity to consider how we might celebrate and share that with the community.

4. Adjournment. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:51 pm. The next meeting will be Thursday, November 21st, 2024 at 6:00pm at UCPL.

Respectfully submitted,

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

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Andy Frazier, Secretary