

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
November 23rd, 2024

The Board of Trustees of the Unicoi County Public Library met on November 23rd, 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 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 10:01 am.
- II. Public comment. None
- III. Approval of October 24th, 2024 meeting minutes.
 - a. Upon the motion of Ms. Bowden, seconded by Ms. Donnelly, the minutes of the October 24th, 2024, meeting were unanimously approved.
- IV. Treasurer's report. A report was presented prior to the meeting in the Board packet. Ms. Olson shared that we are right on target for most of our budget and where we expect to be this time of year. We are slightly over the planned budget for the Children's room repairs, books and materials.
 - a. Approval of the October 2024 financial report. Upon the motion of Ms. Donnelly, seconded by Mr. Frazier, the October 2024 financial report was approved unanimously.
- V. Director's report. Ms. Olson shared some updates related to grants the library received. \$10,000 was awarded from the East Tennessee Foundation to help replace lost income from the cancellation of the Apple Festival as well as to cover waiving fees flood victims. Unicoi County received the Broadband Ready Communities Grant which will benefit the library through the purchase of 5 laptops, 10 tablets, and 4 Kindle devices for public circulation. We will need to work on creating a policy for circulating these devices and can talk to some other libraries who are already doing so for advice and ideas. We have the option to circulate them for free or for a small fee, which will be another consideration. We also have applied for the 2024 Storybook Trail Plot Twist Grant, from the Governor's Early Literacy Foundation (GELF), to help renew our trail which was damaged. We may also be updating the story on the trail.

Recently finished up the Homeschool programming for the past semester with an "egg drop" challenge in partnership with Erwin Fiber who loaned the use of a bucket truck for the event. The next semester of Homeschool programs will start in January. November has also been "Dinovember" at the library with themed activities all month. In late November through December we will host the Shop Small Market, selling donated crafts from locals. The Gingerbread Building Competition will be on December 7th and Santa will make a visit that day between 11:30am-12:30pm for any kids who want a photo.

Several staff members attended a training about book repair techniques. Allison Fredericks has been offered the position of Adult Coordinator, with responsibilities for the adult room, collection and programming

- VI. Holston River Regional Library Report. Ms. Breuer shared a reminder about some upcoming closures of the Regional Library for the holidays. They are also working on doing some local training at libraries that can be customized to the specific needs of each library. They are participating in a digitization pilot program which will give the ability to scan and preserve special collections, especially historic resources. A copy of the digitized items would go to the state but a digital copy would also be provided to those with the items. Any items used will have to go through an organization and cannot come directly from individuals. It also cannot be any copyrighted materials.
- VII. President's Report. Ms. Griffith shared that Mr. Shane O'Hare has now officially resigned from his role as a trustee of the Board at UCPL. Terry Wise was previously suggested as a candidate and had some interest, but his business was significantly impacted by the flooding and he may no longer be available. Katie Bennett was suggested as a potential option to reach out to and see if she would be interested in serving. Board members were encouraged to consider suggesting any other options to Ms. Griffith.
- VIII. Toney Foundation report. Ms. Griffith shared that the Toney Board met last week. They voted to approve Jack Bishop as a new Board member. He is an operations manager for Keller Williams. He had previously approached the Board about a possible donation opportunity and in the process became interested in serving on the Board. The donation he is facilitating will be an initial contribution of \$35,000 followed by a regular contribution of a smaller amount in future years. The Toney Board may also be looking for an additional Board member in the near future.

Additionally, the Toney Board was visited by Austin Finch from the Economic Development Board to discuss an easement on a portion of the property where the library is located. This is something they will have to investigate and discuss further along with the Town of Erwin.

- IX. Unicoi County Public Library Foundation report. No report.
- X. Old Business. None
- XI. New Business.
 - 1. Collection Development Policy. This is one of the policies that we need to review annually. Ms. Olson updated some wording that was inaccurate, but otherwise this policy is unchanged with no other changes recommended.
 - a. Approval of the Collection Development Policy. Upon the motion of Mr. Frazier, seconded by Ms. Donnelly, the Collection Development Policy was unanimously approved.

2. Internet Policy. Ms. Olson shared that is another policy that is annually reviewed. No new changes were suggested.
 - a. Approval of the Internet Policy. Upon the motion of Ms. Snodgrass, seconded by Ms. Donnelly, the Internet Policy was unanimously approved as submitted.
3. Election of Officers. This should have happened earlier in the new fiscal year, but with some uncertainty about the Treasurer position the Board agreed to delay and allow previous officers to remain serving in their roles. The proposed slate of Officers for the UCPL Board of Trustees would be Ms. Griffith remaining as President, Ms. Snodgrass serving as Vice President, Ms. Bowden serving as Treasurer, and Mr. Frazier remaining as Secretary.
 - a. Approval of the proposed slate of Officers for the UCPL Board of Trustees. Upon the motion of Ms. Donnelly, seconded by Ms. Griffith, the proposed Officers were elected unanimously.
4. Holiday Bonus. Ms. Olson proposed that in recognition of the hard work and dedication of our staff this past year we provide a holiday bonus of \$100 per staff member. After some Board discussion and considering the financial resources available and the unique circumstances of the past year, a suggestion was made to give all staff members, including Director Olson a \$200 bonus instead.
 - a. Approval of the Holiday Bonus. Upon the motion of Ms. Donnelly, seconded by Ms. Snodgrass, the \$200 Holiday Bonus was approved unanimously.

XII. Board comments. The Board briefly discussed a recent donation of items received from the regional Disaster Assistance location at Bristol Motor Speedway. It was primarily cleaning supplies and toilet paper as well as a few other items that will be useful. The annual report was also reviewed, and the letter campaign was briefly discussed.

XIII. Adjournment. Upon the motion of Ms. Donnelly, seconded by Ms. Snodgrass, all agree to adjourn the meeting at 11:26am. Due to a planned break in December, the next meeting will be Thursday, January 23rd at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary