UNICOI COUNTY PUBLIC LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

April 24th, 2025

The Board of Trustees of the Unicoi County Public Library met on April 24, 2025, at the Unicoi County Public Library in Erwin, TN. Members present at the meeting were President, Cathy Griffith, Treasurer, Jan Bowden, Secretary, Andy Frazier, and members Stana Donnelly and Jenna Lafever. Vice President, Gail Snodgrass, was absent.

Also present was Holston River Regional Library Director Jennifer Breuer. UCPL Director Morgan Olson was absent due to health.

1. Call of meeting to order. Ms. Griffith called the meeting to order at 6:03 pm.
2. Public comment. None.
3. Approval of March 27th, 2025 meeting minutes.
   1. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the March 27th, 2025, meeting were unanimously approved.
4. Treasurer’s report. Ms. Bowden reported that as of March 31 there was $39,662.78 in total assets. The bank account is at $39,331.11 with net revenue of $31,511.50. For the fiscal year to date we are at $143.751.43, which represents 87% of the total budget.  
   1. Approval of the March 2025 financial report. Upon the motion of Ms. Lafever, seconded by Mr. Frazier, the March 2025 financial report was approved unanimously.
5. Director’s report. Ms. Griffith briefly reported on some of the updates shared by Ms. Olson in the Board packet. At the time of meeting, the ongoing fundraiser for 100 year anniversary of the library building has seen 45 shirts and 20 bricks purchased. The UCPL Foundation also decided to purchase $1000 worth of shirts to make available for sale throughout the remainder of the year.  
     
   Programming continues to go well with strong attendance. Summer Reading Program planning is ongoing as the staff looks forward to another active summer. May 16th will be a book signing by local author Larry La moved to Erwin as an immigrant when he was young.  
     
   The library will be closing for a half-day of training on the morning of 4/25, but will open at 1:30pm for the remainder of the day. Circulation numbers were also shares and are still very strong, especially compared to some other larger local libraries. UCPL checked out a total of 3,600 non-digital items. Digital added another 1,278, which is also up 30% from the previous year.
6. Holston River Regional Library Report. Ms. Breuer shared that 9/24 will be the annual Trustee workshop. The next Trustee orientation opportunities will be on 5/8 @ 10am and 6/7 at 12pm. The annual Library Service Agreement will be due soon. 5/7 will be a training on archival basics. Story Time kits will also be available to loan out soon. All the items for them arrived this week. Libraries can reserve up to 3 at a time for a month, with 2 renewals. There will be a total of 21 kits.
7. President’s Report. Ms. Griffth shared a reminder for the Board to consider completing the Image Survey that was discussed and made available last month. It is a helpful tool for Ms. Olson and the staff to see areas where the library might make improvements or budget recommendations based on that feedback.

Governor’s Bend has agreed to host the Little Free Library that used to be at Fishery Park. It has once again been vandalized and destroyed. Thankfully, the Storybook Trail has not had as many issues and the new story panels should be ready soon. The Board also briefly discussed some questions involving the library inclusion in the Town of Erwin audit.

1. Toney Foundation report. Ms. Griffith shared that some new shelving and a bookcase has been installed in the kitchen area, and encouraged Board members to take a look after the meeting. $21,910.89 is the current balance in the bank account. The new sprinkler system in the Children’s Room will need an inspection done at an estimated cost of about $3,500
2. Unicoi County Public Library Foundation report. Ms. Griffith shared that the investment account has fluctuated a lot due to recent market conditions, but the current value should be just under $300,000. Another donation from “Doc & Diddy” in the amount of $2,000 was recently made and much appreciated. These donors wish to remain anonymous but have helped significantly in recent years. The bank account is at $11,070.60.
3. Old Business. None
4. Code of Conduct. Ms. Griffith shared the updated policy that Ms. Olson prepared based on discussion from the last meeting
   1. Motion to approve the Code of Conduct policy. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the updated Code of Conduct policy was unanimously approved.
5. New Business.
6. Volunteer Policy. Ms. Griffith shared that this was another policy up for review, with no expected changes or updates needed. Ms. Donnelly asked if this was something volunteers needed to sign, to which Ms. Griffith explained there is a separate application that volunteers sign. The Board briefly reviewed and discussed the application document.
   1. Motion to approve the Volunteer Policy. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the Volunteer Policy was unanimously approved.

XII. Board comments. Mr. Frazier shared an update regarding a family member health situation that will likely require him to step down from the Board in the near future. He will try to continue serving through the end of the current fiscal year in July.   
  
 Mr. Terry Wise arrived near the end of the meeting to introduce himself to the Board and get know other Board members currently serving. He has been invited to join the UCPL Board of Trustees, pending approval at an upcoming Town of Erwin meeting.

XIII. Adjournment. Upon the motion of Ms. Donnelly, seconded by Ms. Lafever, all agree to adjourn the meeting at 6:59pm. The next meeting will be Thursday, June 24th at 6:00pm at UCPL.

Respectfully submitted,

Shape

Description automatically generated with medium confidence

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Andy Frazier, Secretary