

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
August 28th, 2025

The Board of Trustees of the Unicoi County Public Library met on August 28th, 2025, at the Unicoi County Public Library in Erwin, TN. Members present at the meeting were President, Cathy Griffith, Vice President, Gail Snodgrass, Treasurer, Jan Bowden, Secretary, Andy Frazier, Stana Donnelly and Terry Wise. Jenna Lafever was absent.

Also present were UCPL Director Morgan Olson, Holston River Regional Library Director Jennifer Breuer.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None
- III. Approval of July 31st, 2025 meeting minutes.
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the July 31st, 2025, meeting were unanimously approved.
- IV. Treasurer's report. Ms. Bowden shared the July financial report. Total assets were \$15,924.92 with \$5,951.67 of revenue and \$20,651.16 of expenditures. Net revenue for the month was a loss of \$12,462.11, largely due to no significant income coming in yet.

It was noted that the Town of Unicoi final contribution from last fiscal year arrived late in July after the beginning of the new fiscal year. As a result, last year's books will show less than expected income and this year's books will show more than expected.

- a. Approval of the July 2025 financial report. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the July 2025 financial report was approved unanimously.
- V. Director's report. Ms. Olson reported that August was a lighter transitional month after Summer Reading concluded. The staff is now returning to a focus on core programs with 2 new ones launched. One is a Tiny Tales Lap-Sit Storytime for babies ages 0-18 months on Mon at 9:45am. The second is a Family Crafternoon monthly drop-in craft for families to enjoy together. The Intent is to get more elementary age kids here in the library.

100th Anniversary on 9/19 plans are coming together. Ms. Olson would love for all Board members to attend in support of the library. The Apple Festival is coming up on Oct 3-4. The library will be closed and working the festival instead of normal hours. Carrie will be scheduling 2-hour time slots. Sassafras Moon Festival in parking lot adjacent to library on 9/20. Our facility will be used for some classes with a book sale happening the same day

Homeschool programs restarting in Sept, every 1st and 3rd Wed. with programs focused on Bubble Science and Storms, with meteorologist Jared Sellers from WJHL leading the latter.

Statistics showed 1817 door count, 90 at adult programs, 346 at youth programs, 142 at all ages programs, 216 at passive programs. Total circulation was 3,253 for the month, 1203 checkouts in READS (up from 681 last year), 10 new patrons (up from 9 last year)

- VI. Holston River Regional Library Report. Ms. Breuer shared that MOE forms are out and due back by 10/17. Ms. Olson is waiting on 1 more signature but will be submitting soon. The Public Library survey comes out on Monday and a regional library staff member is available if help is needed. They are still waiting for official approval of training plan, but several opportunities are coming up both online and in person. 9/16 will be offering an annual report workshop. 10/2 will be a Summer Reading workshop. 10/15 will be about tech planning and grant writing. 10/28 Jen will offer a session on managing change. The first LAMP session recently happened and went well. Next will be on 9/23. Trustee workshop will be on 9/24 in Jefferson City. We have a few people registered and planning to go.
- VII. President's Report. No report. Ms. Griffith shared a few brief comments on the encouraging things she has seen in our community as we all continue to recover from last year's flood event and approach the 1 year anniversary.
- VIII. Toney Foundation report. Ms. Griffith shared that this Board planned to meet on the 1st of the month but has been delayed. They hope to meet in the next few weeks. The local Chamber of Commerce has a new President that has expressed interest in serving on the Board. The foundation has a current balance of \$13,982.51 in the bank. No new updates on the recent request for an additional \$35,000 donation discussed last month.
- IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that this foundation has \$5,960.98 in the bank and \$319,065.43 in the Raymond James investment account. They will be transferring \$15,000 from the investment account to bank account soon so they can submit the first donation of \$20,000 to the library soon. They also briefly discussed the annual letter campaign and would like to co-ordinate that with the UCPL annual report going out at the same time.
- X. Old Business.
 - 1. Circulation Policy. Ms. Olson shared that some language was added to indicate the already existing policy that Senior Citizens are exempt from overdue fees. Another change relates to the ability to place some restrictions on patrons who have a pattern of damaged materials. Board games were also added which is a new category of items
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the updated Circulation Policy was approved unanimously.

2. Programming Policy. Ms. Olson shared that this is a new policy that was introduced last month. It now includes some changes suggested last month on item #6 regarding outside groups and partnerships.

a. Upon the motion of Mr. Wise, seconded by Ms. Donnelly, the Programming Policy was approved unanimously.

XI. New Business. None

XII. Board comments. None.

XIII. Adjournment. Upon the motion of Ms. Bowden, seconded by Mr. Wise, all agree to adjourn the meeting at 6:39pm. The next meeting will be Thursday, September 25th at 6:00pm at UCPL.

Respectfully submitted,

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

Andy Frazier, Secretary