

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
October 23rd, 2025

The Board of Trustees of the Unicoi County Public Library met on October 23rd, 2025, at the Unicoi County Public Library in Erwin, TN. Members present at the meeting were President Cathy Griffith, Treasurer Jan Bowden, Stana Donnelly, Jenna Lafever and Terry Wise. Gail Snodgrass and Secretary Andy Frazier were 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 August 28th, 2025 meeting minutes.
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of the September 25th, 2025, meeting were unanimously approved.
- IV. Treasurer's report. Ms. Bowden shared the September financial report. Ms. Griffith commented that we're solvent and have a net balance of \$33,236.58.
 - a. Approval of the September 2025 financial report. Upon the motion of Mr. Donnelly, seconded by Ms. Bowden, the September 2025 financial report was approved unanimously.
- V. Director's report. Ms. Olson sent out the September circulation reports. October is already a busy month - successful Apple Festival the first weekend in October. The library made \$3,615 in two days. That was raised through selling parking and tshirts/books at the booth. The pumpkin decorating contest is going well - started with 70 and only 12 left. They'll be on display at the library next week. Spooktacular is Oct 31st. Participating in Halloween on Nolichucky this year on Nov 1st. RISE donated candy for Halloween on Nolichucky. Shop Small Handmade Market is on Shop Small Saturday, November 29th. Dino-November is next month.
- VI. Holston River Regional Library Report. Ms. Breuer shared some items she brought including the November newsletter and a training planner with updated information. There's an adult focused program coming up next month along with a lot of other trainings and events. New things on Niche Academy about cybersecurity. They've partnered with the library at ETSU for an event in March - full day program at the library on how they can work with the local libraries. The event includes archives of Appalachia along with other departments.
- VII. President's Report. Ms. Griffith shared that Russell and Ginger Brackins passed. Russell Brackins was the last lifetime Toney Board Member. The Toney Board and the Library Board will send an arrangement to the family. Ms. Griffith is still waiting for funeral arrangements to be posted in the newspaper or online.

VIII. Toney Foundation report. Ms. Griffith shared that the MacDonald Family Foundation Grant came in for \$35,000. The current balance is \$48,482.29 in the account. The recently received United Way quarterly \$1,250 allocation is not included in that amount. We can now use these funds to help fix things on the building.

IX. Unicoi County Public Library Foundation report. Ms. Griffith shared that \$5,973.33 is in Mountain Commerce Bank and \$318,483.79 is in the investment account. Ms. Griffith also shared a fundraising letter that will be included in the annual report. The foundation will have a company print the annual report to send along with this year's request for support. Send names and addresses of potential donors to Morgan. We will plan to take some to financial advisors and funeral homes as well. Mr. Wise suggested taking it to local tax offices as well. The group had discussion around trying to find a database of information from the Chamber of Commerce. We currently have a database from the Economic Development Board.

X. Old Business. None.

XI. New Business.

1. Paid Leave Policy. Ms. Olson shared the current policy for review.

a. Upon the motion of Mr. Wise, seconded by Ms. Bowden, the Paid Leave Policy was approved unanimously.

2. Conflict of Interest Policy. Ms. Olson shared the current policy for review.

a. Upon the motion of Ms. Bowden, seconded by Mr. Wise, the Conflict of Interest Policy was approved unanimously.

XII. Board comments.

XIII. Adjournment. Upon the motion of Mr. Wise, seconded by Ms. Bowden. All agree to adjourn the meeting at 6:42pm. The next meeting will be Thursday, November 20th at 6:00pm at UCPL.

Respectfully submitted,



Andy Frazier, Secretary