

UNICOI COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
February 26, 2026

The Board of Trustees of the Unicoi County Public Library met on February 26, 2026, 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, Stana Donnelly, and Jenna Lafever. Secretary, Andy Frazier, and Terry Wise were absent.

Also present were UCPL Director Morgan Olson and Holston River Regional Library Administrative Specialist Sarah Egan.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:00 pm.
- II. Public comment. None
- III. Approval of the January 22, 2026 meeting minutes.
 - a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the minutes of January 22, 2026, meeting were unanimously approved.
- IV. Treasurer's report. Ms. Bowden shared the January 2026 financial report.

Revenue for the month was \$2,733.57, and YTD revenue stands at \$169,939.92. Expenses for the month were \$22,480.39 and \$133,110.70 YTD. Net revenue for the month was -\$19,746.82 but YTD is \$36,829.22

 - a. Approval of the January 2026 financial report. Upon the motion of Ms. Donnelly, seconded by Ms. Lafever, the January 2026 financial report was approved unanimously.
- V. Director's report. Ms. Olson reported that:
 - a. The Mad Hatter Tea Party at the library had 38 participants this year
 - b. A workshop for wild land firefighting was attended by the homeschooling group.
 - c. The teen programs are ongoing weekly with an average of 20 participants a week.
 - d. There is now an adult crochet club meeting at the library as well as a crochet class.
 - e. Bluey Day at the library will be this coming weekend. Last year 88 participants attended.
 - f. There was a half-day closure of the library for training of the library staff for first aid and the use of the AEC.
 - g. The door counts and circulation for the library continue to be on the increase.

VI. Holston River Regional Library Report. Ms. Egan shared educational opportunities for the library staff:

- a. ETSU Summit
- b. Accessibility Services Showcase is upcoming in Greeneville.
- c. Generational Fluency training.

VII. President's Report. No report.

VIII. Toney Foundation report. Ms. Griffith shared that:

- a. The Toney Board was approved by the United Way for \$5,000.
- b. The Board is working on a letter to the Town of Erwin for funding building insurance.

IX. Unicoi County Public Library Foundation report. No report.

- a. The Board met on January 29, 2026, to elect officers and will meet again on April 30th.

X. Old Business. None.

XI. New Business.

1. Inclement Weather Policy. Voted on policies for inclement weather with the amendment to the wording for scheduled volunteers and added clarification for part and full-time employees compensation during inclement weather closures.

- a. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, the policy revision was approved unanimously.

2. Budget Request. Voted on the written budget request to Unicoi County, Town of Erwin, and Town of Unicoi. Requesting an increase of \$10,000 for Unicoi County to \$75,000, and increase of \$20,000 for Town of Erwin to \$75,000 and an increase of \$30,000 for Town of Unicoi to \$35,000. If all are approved the budget would increase by \$60,000 to \$185,000. The emphasis of the request will be that the library cannot sustain the level of programming and involvement without an increase in funding. The Board and Ms. Olson will appear before the commission and Board of aldermen.

- a. Upon the motion of Ms. Donnelly and seconded by Ms. Lafever, the proposed budget request was passed unanimously.

XII. Board comments. None

XIII. Adjournment. Upon the motion of Ms. Donnelly, seconded by Ms. Bowden, all agree to adjourn the meeting at 7:00pm. The next meeting will be Thursday, March 26, 2026 at 6:00pm at UCPL.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andy Frazier". The signature is written in a cursive style with a large initial "A".

Andy Frazier, Secretary