

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

The Board of Trustees of the Unicoi County Public Library met on March 26, 2026, 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 Jenna Lafever and Terry Wise. Vice President, Gail Snodgrass and member Stana Donnelly 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 February 26, 2026 meeting minutes. Mr. Frazier noted a couple of minor errors in the minutes that would be corrected.
  - a. Upon the motion of Mr. Wise, seconded by Ms. Bowden, the minutes of February 26, 2026, meeting were unanimously approved.

- IV. Treasurer's report. Ms. Bowden shared the February 2026 financial report.

Revenue for the month was -\$13,568.63, and YTD revenue stands at \$156,302.12. Expenses for the month were \$31,928.67 and \$164,970.20 YTD. Net revenue for the month was -\$45,497.30 and YTD is -\$8,668.08.

Mr. Frazier asked when the 2<sup>nd</sup> UCPL Foundation donation and the final Town of Unicoi contribution were expected to come. Both are pending and should arrive before the end of the fiscal year. Mr. Frazier also noted that there is a negative number in the revenue item 4250. Ms. Olson will investigate if that and report back to the Board what she finds.

After some discussion, the Board decided to vote to provisionally approve the February report as submitted, but will look for some additional clarification on the mentioned revenue item at the next meeting.

- a. Approval of the February 2026 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the February 2026 financial report was approved unanimously.
- V. Director's report. Ms. Olson reported that programs remain well attended for all age groups. The staff is preparing for the Summer Reading Program, which is usually the busiest time of the year with the most programs and participation. This year's theme will be, "Unearth A Story." There will also be a special event coming up to celebrate the birthday of the library cat, Story, on 3/31  
A major project to update barcodes on all materials is nearing completion. Having the barcodes updated and moved to a consistent location will be a significant improvement and

time saver for staff and patrons. Ms. Groll is also back from maternity leave, which is a welcome return and will help with scheduling.

Ms. Olson attended the County Commission non-profit meeting to present the library's budget request. Commissioners generally seemed pleased with the growth but also shared that there are some other challenging budgetary issues they are facing this year that are likely to prevent any increased funding this year. Library statistics continue to show good stability and growth in patron visits and materials being used.

- VI. Holston River Regional Library Report. Ms. Egan shared some upcoming training opportunities for the library or Trustees. The next Trustee Orientation is scheduled for 4/9 at 7pm. A workshop on Generational Fluency will be held on 4/30 at the Jefferson City Library. Another training opportunity for library staff on time management and goal setting will be held on 5/13 at the regional library. The next LAMP session will be on 5/28 and is hybrid so those interested can join either in person or online.

Training plans for the coming year have been submitted but not yet approved. Beyond those training opportunities mentioned this is a relatively slow time of year as we move towards the end of the fiscal year, but the regional library remains available as a resource.

- VII. President's Report. Ms. Griffith reminded the Board that she is concluding her time as a Board member this year. The June meeting will be her last one serving as President, then July 1<sup>st</sup> will be the deadline for next year's Board to be in place. She will continue serving on some other library related Boards and available as a resource as needed.

Juan Villalba is available and interested in joining the Board of Trustees if approved by the Board of Aldermen. He is also serving on the Toney Foundation Board and would be a great asset.

It is also important to be thinking ahead to the summer of 2027, when three more current Board members, Ms. Bowden, Mr. Frazier, and Ms. Snodgrass will all be reaching the end of their terms. All of them will have served two 3-year terms so they would need to be off the Board of Trustees for at least one 3-year term before being eligible to serve again.

All Board members are encouraged to consider possible Board members from the community that may be interested in serving in the future.

- VIII. Toney Foundation report. Ms. Griffith shared that she and Ms. Olson submitted a request to the Town of Erwin asking for them to help with about \$7,900 of remaining expense for the building insurance. The total premium is \$12,892, but the Foundation has already received a donation of \$5,000 towards the cost. This premium is based on staying with Westfield Insurance, which seems to be good coverage and not a significant increase from last year. The Toney Foundation Board is also discussing future building improvement projects, including the possibility of updating the carpet and doing some painting. The Foundation has \$53,663.33 in the MCB checking account at this time.

- IX. Unicoi County Public Library Foundation report. Ms. Griffith reported that the UCPL Foundation has \$13,073.73 in the MCB bank account and \$331,162.46 was in the Raymond

James investment account as of the end of February. The investment account was likely hit hard by market conditions in March so will have to wait and see the results of that soon.

X. Old Business. None.

XI. New Business.

1. Conflict of Interest policy. Ms. Olson shared that this policy had no changes other than some formatting updates.

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

2. Paid Leave policy. Ms. Olson share that the only change to this policy was removing some of the old policy language that was left on at the last time we updated it, because it applied to some but not all of the staff. Currently, there is only one person on staff that the old grandfathered policy applies to. She can continue to handle paid leave for that staff member under the former policy, but suggests we update the policy by removing the old language

a. Upon the motion of Mr. Frazier and seconded by Mr. Wise, the proposed updates to the Paid Leave policy was passed unanimously.

3. Request to change April Board meeting date to 4/30/26. Ms. Olson shared that she will be out of town during the previously scheduled Board meeting date, 4/23/26. She requested we consider rescheduling the meeting to 4/30/26 and at a slightly later time of 6:30pm.

a. Upon the motion of Ms. Lafever, seconded by Ms. Bowden, the proposed change to the date and time of the April Board meeting was unanimously approved

XII. Board comments. None

XIII. Adjournment. Upon the motion of Mr. Wise, seconded by Ms. Bowden, all agree to adjourn the meeting at 6:55pm. The next meeting will be Thursday, April 30, 2026 at 6:30pm at UCPL.

Respectfully submitted,



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Andy Frazier, Secretary