

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

March 10, 2022

Date: March 10, 2022

Location: Parrott-Wood Memorial Library

Board Members Present: Carolyn Allen, Paige Bolton, Jenny Koella, Jack Kramer, Linda McCall, Jennifer Stoneking-Stewart

Library Directors: Bethany Jones, Sara Beth Minton, David Phillips, Donna Phillips, Matthew Jordan, Clinch River Regional Director

Library Assistants/Clerks: None

Guests: None

The meeting was called to order by Chairman Jack Kramer at 6:01pm.

Approval of Previous Meeting Minutes:

Jennifer Stoneking-Stewart made a motion to approved January 2022's meeting minutes. The motion was seconded by Linda McCall. A vote was taken, and the motion passed unanimously.

Financial Report:

Bank Signature Cards: A request was made to remove Langdon Potts, former finance director and add Bryant Opeil to the libraries bank's signature cards.

Jenny Koella made a motion to approve the request. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

Carolyn informed the board of the March 4, 2022, meeting that she, the library directors, Jack Kramer, and Jenny Koella had with Jessica Elder and Bryant Opeil of the County Finance Department in regard to the 2022 budget, which seemed to be a successful meeting. Hope to meet with the County Finance Department again in two weeks to discuss the revisions made.

Directors' Reports:

*Clinch River Regional Report - Matthew Jordan*

Highlighted the grand opening of the renovation and expansion of the Seymour Branch Library.

Discussed the TLA Annual Conference to be held in Knoxville on April 12 - April 14, 2022. The Trustees and Friends luncheon will be held on Thursday, April 14 at the Knoxville Convention Center. You can register via <https://www.friendstnlibraries.org/friends-and-trustees-at-tla-conference/>

“Core Competencies” training is a new, online training tool offered by the State Library and Archives in Niche Academy designed to make sure all library staff members have the same baseline knowledge to keep the library running effectively. Also, a great tool to train new hires. See Debra and/or Brianna’s emails in listserv for more information.

Matthew also discussed the retirement of Chuck Sherrill, Tennessee State Librarian and Archivist.

*Dandridge Memorial Library (DML) - Bethany Jones*

Report as submitted. Bethany expounded on her University of Alabama online acceptance and schooling starting in August 2022. She will adjust her work schedule accordingly if conflicts arise.

*Jefferson City Public Library (JCPL) - David Phillips*

Report as submitted. The Board was in agreement with David’s holiday schedule ask.

*Parrott-Wood Memorial Library (P-W) - Donna Phillips*

Report as submitted. New circulation desk was installed; Cat 6 cables ordered; and continuing to work on the use of grant monies.

*White Pine Public Library (WP) - Sara Beth Minton*

Report as submitted. Discussed the “Living History Project” which plans to document the community’s experience with the pandemic. The *Standard Banner* will be doing a feature in their “Accent” section to hopefully reach a wider audience.

Copies of reports attached.

*Salvage Reports:*

P-W and JCPL both had a salvage request for approval. Carolyn Allen made the motion to approve the salvage requests. Jennifer Stoneking-Stewart seconded the motion. A vote was taken, and the motion passed unanimously.

Copies of the salvage reports are attached to each director’s report.

Committee Reports:

Bylaws and Policy - N/A

Long Range Planning - N/A

Nominating - N/A

Personnel - N/A

Even though there were no committee reports, the board did discuss having the Nominating committee meet to discuss elections for Chair/Vice Chair/Secretary/Treasurer. Hopefully have those in place before July meeting.

It was also discussed that the Bylaws and Policy committee meet to discuss updating/revising the Trustees Bylaws and Policy.

New Business: N/A

Old Business: N/A

Jenny Koella made a motion to adjourn the meeting; motion was seconded by Linda McCall. A vote was taken, and the motion passed unanimously.

Meeting adjourned at 7:46pm.

The next scheduled board meeting of the Jefferson County Library Board will be May 12, 2022, at 6:00 PM at White Pine Public Library.

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Jack Kramer, Chairman

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Paige Bolton, Secretary