

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

May 12, 2022

Date: May 12, 2022

Location: White Pine Public Library

Board Members Present: Paige Bolton, Jessica Churchwell, Jenny Koella, Jack Kramer, Melissa Hensley, Linda McCall.

Library Directors: Bethany Jones, Sara Beth Minton, Donna Phillips.

Library Assistants/Clerks: Melissa Bode (filling in for David Phillips)

Guests: None

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

Approval of Previous Meeting Minutes:

Jenny Koella made a motion to approved March 2022's meeting minutes. The motion was seconded by Jessica Churchwell. A vote was taken, and the motion passed unanimously.

Financial Report (given by Jenny Koella):

- *Budgets:*

Jenny credited Carolyn Allen for all the work she did to pull this budget together for the Finance Department/County Commission. With the new budget, White Pine and Parrott-Wood are able to increase their operating hours once final approval of the budget is obtained (June 11, 2022). Unfortunately, Jefferson City Library was unable to receive the increase in budget for extra hours of operation.

It was discussed that Sara Beth Minton, once final budget approval takes place, will discuss with the *Standard Banner* in regards to an article on the increased operating hours of the libraries, thank the commission, etc.

- *Insurance:*

A discussion took place on which entity (City / County / or both) provides insurance for the libraries. The Cities provide insurance on the building structure itself (except for Parrott-Wood which is County-owned), and the County provides insurance for the content inside of the buildings.

ACTION ITEM: Jenny to provide each Director with a copy of their insurance policy (the content portion) to review in detail to see if any increases are needed and why.

Directors' Reports:

Clinch River Regional Report

Matthew Jordan was unable to attend.

Dandridge Memorial Library (DML) - Bethany Jones

Bethany added to the report information regarding ET PBS asking for library sponsorship (\$400) for PBS Kids!. For the sponsorship the libraries receive:

- a full-page ad in their Activity Book which will be distributed to other libraries, daycares, summer camps, pediatrician offices, etc.
- an ad in a monthly mailed ET PBS Guide that goes to approx. 9,000 recipients
- one Monday "kid-focused" email "ad" that lists every participating library with a link to their website that goes out to approx. 18,000 recipients with an open rate of approx. 20-%
- one Friday general group email to approx. 18,000 recipients with an open rate of approx. 20%
- two 15-second spots per day x 16 weeks on the ET PBS Main channel kid's programming block (approx. 224 spots late May through mid-September)
- six :15 spots per day x 16 weeks on the 24-hr. PBS Kids! channel (approx. 672 spots late May through mid-September) Over 125 minutes of "ads"
- one individual Facebook post for every individual participating library
- a list of all participating library systems/freestanding libraries included in each on-air promo for the activity book.

City of Dandridge has decided to settle with TDOT and take the \$32,150.00 offer instead of going to court. This amount only covers the parking area and not damage to the building itself which TDOT says they didn't cause. This amount will be going toward the library's capital projects account and will be used for the parking area.

The Library Foundation is also planning to meet again and discuss building options they have come up with to bring to the city. More to come.

Discussed the new Save the Children Summer Feeding Grant. The library did receive the \$10,000 grant and will be providing healthy food each week in June and July.

Jefferson City Public Library (JCPL) - David Phillips

Report as submitted. Melissa Bode filled in for David Phillips.

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

Report as submitted.

Donna expanded on the other grants that P-W will receive; a \$5,000 Adult Literacy grant and a \$1,000 Summer Reading Grant both from Dollar General.

White Pine Public Library (WP) - Sara Beth Minton

Report as submitted. Sara Beth did discuss a discrepancy in the ARPA spending. She's been in contact with Debra Mattingly and Matthew regarding the finance department stating the library has overspent by \$4,000. According to Sara Beth and Debra's records overspending has not occurred and the library still has \$4,000 to spend. Sara Beth to follow-up with Bryant Opeil of the finance office regarding the discrepancy.

Copies of reports attached.

Salvage Reports:

All four libraries had a salvage request for approval. Melissa Hensley made the motion to approve the salvage requests. Jessica Churchwell 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 - see new business

Long Range Planning - N/A

Nominating - N/A - see new business

Personnel - N/A

New Business:

Board Policy

Sections of the Board Policy were reviewed (see attached). These sections need to be updated immediately with the revision date of May 12, 2022. ACTION ITEM: Jennifer Stoneking-Stewart to produce a newer version of Policy once these changes are made. The Board decided that we can work on other revisions at a later date, but these needed immediate attention.

Jessica Churchwell made the motion to approve the Board Policy revisions. Melissa Hensley seconded the motion. A vote was taken, and the motion passed unanimously.

Nominating Committee

The Nominating Committee recommended the following: Jack Kramer and Paige Bolton as Chair and Secretary, respectively, and both agreed to stay on for another year. Carolyn Allen was recommended to stay on as Treasurer (pending) and Jennifer Stoneking Stewart was recommended as Vice Chair (pending). Hope to have new officers in place by July 1.

Jen Koella made the motion to approve the Nomination Committee's recommendations. Jessica Churchwell seconded the motion. A vote was taken, and the motion passed unanimously.

Change in Library Hours

White Pine Public Library and Parrott-Wood Memorial Library requested approval to modify their hours of operation. These new hours will be published at each location (after final budget approval on June 11) and through media.

Melissa Hensley made the motion to approve the new hours of operation. Jessica Churchwell seconded the motion. A vote was taken, and the motion passed unanimously.

Library Service Populations

The discussion hinged on Matthew's previous email and attachments regarding the calculations of the service populations for each library. Jack would like to review with others that are interested and will send out an invite to the board members and library directors.

Old Business: N/A

Jessica Churchwell made a motion to adjourn the meeting; motion was seconded by Melissa Hensley. A vote was taken, and the motion passed unanimously.

Meeting adjourned at 7:20pm.

The next scheduled board meeting of the Jefferson County Library Board will be July 14, 2022, at 6:00 PM at Dandridge Memorial Library.

Jack Kramer, Chairman

Paige Bolton, Secretary

BOARD RELATIONSHIP WITH LIBRARY DIRECTORS AND STAFF

The Board shall formulate and adopt all policies. The Library Directors are charged with creating procedures to administer the policy and supervise the staff. The library directors will work with the board to develop the budget, conduct public relations, and engage in planning and review policies.

Generally the library board has the responsibilities of

- Setting policy,
- Hiring the library directors,
- Appointing support staff recommended by the library directors, ✓
- Establishing the budget,
- Monitoring the financial aspects of the library, and
- Promoting public relations.

The library directors have responsibilities for

- Administrative functions in carrying out the policies of the board,
- Hiring support staff recommended by the library directors, ?
- Assisting with the budget preparations,
- Recommending policy revisions,
- Setting their own and their building support staff work schedules,
- Training and supervising of staff, etc.

Although Jefferson County Libraries are all part of the same system each facility operates independently. Due to the fact that some policies are at the discretion of the Library Director it may be impossible for certain situations to be handled the same at all facilities. If a Library Director feels that Policy/ Procedures are not being followed, perceived violations should be reported to a member of the policy committee. The Policy Committee will address said violations if deemed necessary.

PHYSICAL PLANTS

It shall be a responsibility of the library directors to see that their library building is maintained in good physical condition, to make recommendations to the board for annual physical facilities projects, and to report any maintenance needs.

INSURANCE

The library system will maintain an insurance policy in force on the building contents equal to 85% of the replacement costs. The owners of the individual library buildings will be responsible for carrying the appropriate insurance. *what*

DISASTER IN THE LIBRARY

A disaster plan will be maintained by each library and reviewed annually for necessary updates

If the library has anything unusual, such as fire, leaking roof, robbery, etc., the library staff person on duty shall contact the appropriate emergency agency immediately, then the Board Chair, and other appropriate officials.

CONTINUING EDUCATION FOR TRUSTEES

The library system encourages board members to attend continuing education opportunities, especially regional workshops and state library conferences. The library will pay the state rate per mile for attendance at continuing education functions approved by the library board.

Commented [9]: Directors please review. Since buildings are owned by city, county, or leased, what is the procedure for building maintenance and repairs/upkeep?

Commented [10R9]: Since only one library is county owned, I'm not sure why it says to make recommendations to the board. When things need repaired on our building, we contact city works. For larger requests, we would talk to city council.

Commented [11]: Does each library carry insurance on contents? Can directors clarify on this section?

Commented [12R11]: I believe the insurance is through the county for PW and through the cities for the others. What it covers, I'm not sure of.

Commented [13]: I read this as board members are encouraged to attend CEUs and will be reimbursed for mileage...but if this is correct, then who does the reimbursing?

Commented [14R13]: Each library has a travel budget, but we use this for staff. How would we decide who pays for the trustees? As far as I know, we have never reimbursed them in this way.

Jefferson

BOARD MEETINGS

The library board will meet the second Thursday of January, March, May, July, September, and November at 6:00 P.M. at one of the libraries on a rotating schedule. Board meetings will run no longer than two hours except for extraordinary circumstances.

The library board will follow the Tennessee open meetings provisions in *Tennessee Code Annotated* Section 8-44-101 through Section 8-44-108.

Special meetings may be called at the request of the board chair for the purpose of discussing urgent library matters.

A list of board members, regular board meeting dates and times, special called meeting dates and times, and committee meeting dates and times shall be posted in the window of each library's main entrance as soon as scheduled. Adequate public notice in other formats will be given as time permits.

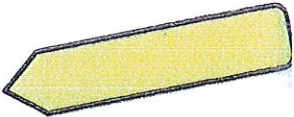
REQUIREMENT FOR A QUORUM

A quorum shall be a majority of the nine members of the board, and is required for the transaction of official business. In the case of multiple resignations, a majority of active members is needed for a quorum.

OK

ELECTION OF OFFICERS

The election of officers will be held during the May meeting each year. Officers to be elected are Chair, Vice-Chair, Secretary, and Treasurer. All officers will serve for one year with the option of being re-elected the following year.



ESTABLISHMENT AND OPERATION

The Jefferson County Library Board is established in accordance with and will comply with *Tennessee Code Annotated* Section 10-2-101 through Section 10-3-111.

NON-DISCRIMINATION STATEMENT

The Jefferson County Library Board and Staff do not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services, or activities.

The Library Board and Staff will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the Regulations of the U.S. Department of Education, Department of Justice (28 CFR Parts 42 & 50), the Tennessee Department of State, and any directives or regulations issued pursuant to that Act. In addition, the Board and Staff will comply with the Age Discrimination in Employment Act of 1967, as amended; the Equal Pay Act of 1963, as amended; and the Americans with Disabilities Act of 1990, as amended.

SELECTION OF BOARD MEMBERS

The Jefferson County Library Board shall consist of **nine (9) members**, ~~on the local board and two (2) members on the Clinch River Regional Board. Regional board members will be active members of the county board.~~ All members of the board shall be residents of Jefferson County.

The current Library Board will send names of their recommendations to be appointed to open library board ~~and regional library board~~ seats to the Jefferson County Commission for their April meeting, ~~or in the case of resignations, as soon as possible.~~ Individuals and groups are welcomed and encouraged to make nominations to the board; these nominations should be submitted to the board chair in time for consideration at the board's March meeting.

The cities of Dandridge, Jefferson City, and White Pine shall ~~appoint~~ ^{recommend} one member each to serve on the board in accordance with *Tennessee Code Annotated* 10-3-103. In the absence of an ~~appointment~~ ^{recommendation} by one of the cities, the library board shall make a recommendation to the county commission for appointment. There should also be representatives on the board from Strawberry Plains and other areas of the county as appropriate.

Library Board members may serve for two consecutive terms of three years each with at least three years off before reappointment. Individuals may be appointed to fill an unexpired term which will not count as one of their two full terms.

Commented [1]: Check whether this is the correct section numbers. Noted by Jack that it should read 10-3-101 (instead of 10-2-101).

Commented [2]: I believe at the very least "sex" should be changed to "sexuality, gender and gender identity/expression," but would also like to suggest adding marital status, family/parental status, political beliefs and income level.

? What is "sexuality"

1. From Selection of Board Members, removed "In accordance with *Tennessee Code Annotated* Section 10-3-103, not more than five (5) of the members shall be of the same sex." on page 6. (This is no longer a requirement in *Tennessee Code Annotated*.)

SEPTEMBER 21, 2017

1. From Selection of Board Members, in accordance with updated state law, "with at least one year off before reappointment" changed to "with at least three years off before reappointment," page 6.
2. From Board Meetings, the meeting date changed from the second Monday to the current practice of the second Thursday, page 7.
3. From Requirement for a Quorum, "A quorum shall be a majority of the eight members of the board" updated to "A quorum shall be a majority of the nine members of the board." The nine members include the two active regional board members. Page 7.

MARCH 8, 2018

1. Removed city of Baneberry from "Selection of Board Members" section [this member will now be a county representative]. Page 6.

MARCH 15, 2022

1. From the Selection of Board Members, changed member total to nine (9), thereby absorbing the two regional member to the library board, and removed any mention of the Regional Library Board as it is to be dissolved as of June 2022.
2. From Requirements for a Quorum, added "In the case of multiple resignations, a majority of active members is needed for a quorum."
3. From Board Relationships with Library Directors and Staff, moved "Appointing support staff recommended by the library directors" from responsibility of library board to library directors. Changed "appointed" to "hiring" and removed "recommended by library directors."
4. Added to Disasters in the Library, "A disaster plan will be maintained by each library and reviewed annually for necessary updates."