

JEFFERSON COUNTY LIBRARY BOARD

MINUTES
NOVEMBER 04, 2021

Date: November 4, 2021

Location: Jefferson City Public Library

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

Library Directors: Bethany Hopkins, 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.

Introductions were made to welcome new board members Melissa Hensley, Linda McCall, and Gabriella Pettit.

Old Business: Election of Secretary and Vice Chair

A change was made to the November meeting's agenda and *Old Business: Election of Secretary and Vice Chair* was moved to the beginning of the meeting. Chairman Jack Kramer made a motion to elect Paige Bolton as Secretary of the board. Paige agreed to the duties of the secretarial position. Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

Chairman Kramer also made a motion to elect Gabriella Pettit to the position of Vice Chair, Paige's previous position. Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

During this time, Chairman Kramer discussed the idea of each official (Chairman, Vice Chair, Secretary, and Treasurer) to provide a summation of the duties of each position. It's believed this will help when electing new officials each year.

Approval of Previous Meeting Minutes:

Jenny Koella made a motion to approved September's meeting minutes and special called meeting minutes which were sent via email prior to November's board meeting. The motion was seconded by Jennifer Stoneking-Stewart. A vote was taken, and the motion passed unanimously.

Financial Report:

Treasurer Carolyn Allen discussed the 5% raise for all county employees. The budget will be revised (above the line) to reflect the change.

Carolyn also discussed the way the Statement of Expenditures was being distributed by the County Finance Office. Moving forward, Carolyn will receive the statements as a whole and will circulate to the Library Directors if they have not been copied on the original distribution by the County Finance Office.

The Maintenance of Effort (MOE) form has been completed, signed, and sent to Matthew Jordan. Matthew will forward to the State Library for review.

Carolyn also discussed that if anyone on the board wants to be included via email regarding the finer details of the finances, please let her know so that you can be included. She just didn't want to bombard the whole board with emails.

Directors' Reports:

Clinch River Regional Report - Matthew Jordan

The regional reports for October and November 2021 were reviewed. Matthew highlighted the Trustee's Workshop that was held virtually on September 28. The day went well, and a recording has been sent to the Trustees that were unable to attend or who would like to review any sections of that day.

Also, the Public Library Surveys have been completed by the Clinch River Libraries. This is the annual collection of the previous year's data and statistics. Regional staff has completed their review and has submitted the surveys to the appropriate administrators.

Dandridge Memorial Library (DML) - Bethany Hopkins

In addition to the submitted report, Bethany did let everyone know that DML has received the ALA Libraries Transforming Communities Grant. It was in process at the time the report was submitted.

Jefferson City Public Library (JCPL) - David Phillips

David asked for approval regarding the Library's Thanksgiving holiday hours. Instead of going by the County's holiday schedule, David would like to keep normal hours on Wednesday, November 24th (instead of taking a half day like the County is doing) and be closed on Saturday, November 27th, thereby giving the staff a long weekend and not shorting patrons on hours of service. Chairman Kramer gave his approval.

David also asked for the new JCPL's 3-D Printer Policy to be approved. Carolyn Allen made the motion for approval while Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

The annual Food for Fines was discussed. During the month of December, each library will forgo any outstanding fines for library materials and instead ask for non-perishable food. This has worked well in the past and is a definite win-win.

David is still waiting on schematics from the Jefferson City Fire Department which shows the locations of the main utilities, fire suppression systems, fire alarm pull boxes, shut-off valves, etc. to complete the Disaster Plan for JCPL.

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

In addition to the submitted report, Donna discussed that she met with Cynthia and Al Parrott regarding

the property and spoke about relocating the fence for expansion.

Donna also let the board know that she has become a mentor with tnAchieves. This program helps mentor high school seniors in applying and keeping their TN Promise Scholarship as well as help navigate the college process as a whole.

White Pine Public Library (WP) - Sara Beth Minton
Report as submitted.

Copies of reports attached.

Salvage Reports:

JCPL, P-W and WP all had salvage requests for approval. Melissa Hensley made the motion to approve each library's salvage requests. Carolyn Allen seconded the motion. A vote was taken, and the motion passed unanimously.

Copies of salvage reports attached along with Directors' reports.

Committee Reports:

Bylaws and Policy - N/A
Long Range Planning - N/A
Nominating - N/A
Personnel - N/A

New Business:

Chairman Kramer discussed the approval of new board members by County Commission and distributed a new library board committee list. He also stated that it was time to update and revise the board's Bylaws and Policy especially since the board has approved the absorption of the regional board members.

Carolyn Allen provided an overview regarding the meeting between County Mayor Potts and the Mayors of Dandridge, Jefferson City and White Pine to help develop a justifiable budget for the libraries. After the initial meeting, Carolyn stated that County Mayor Potts asked that the City Mayors get together to come up with a funding formula to help with this endeavor.

Carolyn Allen stated that the City Mayors have not replied to her frequent requests for a sit down to work on this undertaking. Different ideas were discussed to help try and move this along, since it seems the last operational budget increase was in 2014. This is an ongoing task.

Jenny Koella made a motion to adjourn the meeting; motion was seconded by Jennifer Stoneking-Stewart.

Meeting adjourned.

The next scheduled board meeting of the Jefferson County Library Board will be January 13, 2022, at 6:00PM at the Jefferson City Public Library.

Jack Kramer, Chairman

Paige Bolton, Secretary