

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

January 12, 2023

Date: January 12, 2023

Location: White Pine Public Library

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

Library Directors: Bethany Jones, David Phillips, Sara Beth Phillips, Paula Carroll (substituting for Matthew Jordan)

Library Assistants/Clerks: N/A

Guests: N/A

The meeting was called to order by Chairman Jack Kramer at 6:02pm.

Introductions: N/A

Approval of Previous Meeting Minutes:

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

Correspondence and Communications: N/A

Financial Report:

- *Insurance*

Jenny Koella provided a summary on the building/content insurance. A budget amendment has been submitted to the County. Jenny will also prepare documentation on how the value of contents was assessed for future use.

- *Budgets:*

Carolyn Allen discussed the budget meeting that was held with Jessica Elder, Finance Director and she also reviewed the December financial statement. Discussed having a separate category for part-time library employees since they don't fall into the same classification as other part-time county employees. This is ongoing.

Directors' Reports:

Clinch River Regional Report

Paula Carroll attended the meeting for Matthew Jordan. Paula discussed various items that were a focus on the Regional Library Reports from December and January including refreshing ourselves on some of the American Library Association's foundational statements in the Collection Development policies and what the *Tennessee Public Library Standards* state about library budgets.

Dandridge Memorial Library (DML) - Bethany Jones

Bethany added to her report that a TDOT check is being cut for the parking area settlement. It was stated that it will specifically be used for the library which Bethany will be using for facility maintenance.

Bethany will be presenting at the annual TNLA conference in Memphis this year to speak on the topic of how to have a children's feeding program without having a kitchen.

Jefferson City Public Library (JCPL) - David Phillips

David added that they received 4 boxes of food and quite a few return items during the "Food for Fines" promotion. Also is working on a Summer Reading Grant from the Dollar General.

He also added that the County Finance Department made a surprise 'cash counts' audit. This is happening in all county departments.

On a more personal note, David stated that he and Sara Beth got married on Saturday, January 7!!!! Congratulations to the happy couple!

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

Report as submitted.

Unfortunately, Donna was unable to attend due to medical reasons and we want to wish Donna a smooth and easy recovery.

White Pine Public Library (WP) - Sara Beth Phillips

Report as submitted.

Copies of reports attached.

Salvage Reports:

Dandridge Memorial Library had a salvage request for approval (attached to report). Melissa Hensley made the motion to approve the salvage request. Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

Bylaws and Policy - N/A

Long Range Planning - N/A

Nominating - N/A

Personnel - N/A

New Business:

- *Annual Calendar of Events*

Paige Bolton distributed hard copies of an 'Annual Calendar of Events' draft for review. Any additions/deletions need to be sent to her by mid-February.

- *Board of Trustees Application*
Paige also distributed a Board of Trustees Application draft for review. The one on the Library's web-site needed a refresh. *Post Meeting Note: Board of Trustees Application has been revised to read Library Board Members Application. Amended application has been sent to Library Directors for their use. Discussion needs to be had regarding Directors posting to social media also (instead of just being located on web-site and in the Library).* There was also a bit of a glitch on the web-site's home page regarding "Get Your Library Card" icon. *Post Meeting Note: This has been corrected.*
- *City/County Officials Acknowledgement*
Carolyn discussed issuing yearly letters after budget season to City and County officials thanking them for their support and affirming what is in the Library budget from each entity for the coming year (this can go on the Calendar of Events when updated).
- *Committee Structure*
Jack Kramer to send email to board/directors regarding the committees having an ad hoc structure.

Old Business: N/A

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

Meeting adjourned at 6:58PM.

The next scheduled board meeting of the Jefferson County Library Board will be March 9, 2023, at 6:00 PM at Dandridge Memorial Library.

Jack Kramer, Chairman

Paige Bolton, Secretary