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JEFFERSON COUNTY LIBRARY BOARD

MINUTES
July 13, 2023

Date: July 13, 2023

Location: Parrot-Wood Memorial Library

Board Members Present: Carolyn Allen, Paige Bolton, Pat Isenberg, Louise Joyce, Rex Kitts, Jenny Koella, Linda McCall, Jennifer Stoneking-Stewart

Library Directors: Paula Carroll, Madison Hough, Bethany Jones, David Phillips, Donna Phillips, Sara Beth Phillips

Library Assistants/Clerks: N/A

Guests: N/A

The meeting was called to order by Chair Paige Bolton at 5:59pm.

Introductions:

The Board and Library Directors introduced themselves to the new members, Louise Joyce and Rex Kitts, representatives from the regional office, Madison Hough and Paula Carroll. The group participated in a getting-to-know-you activity.

Approval of Previous Meeting Minutes:

Pat Isenberg made a motion to approve March 2023's meeting minutes. The motion was seconded by Carolyn Allen. A vote was taken, and the motion passed unanimously.

Friends of the Library Reports: N/A

Correspondence and Communications:

Paige Bolton circulated the thank you card from former chair Jack Kramer.

Financial Report:

Carolyn Allen compared the MOE for 2017-18 (\$453,000) to the budgeted 2023-34 (\$646,000). This significant increase includes extra staff, staff pay increases and 2-deep staffing at all times.

She noted:

- Significant team effort that resulted in successful budget negotiations;
- Stats and their impact on County Commissioners; the issue around safety was important in decision-making;
- Salary line increased by almost \$60,000 (but remains far less than .05% of the total County budget);
- The importance of having strong allies on Commission.

Directors' Reports:

Clinch River Regional Report

Paula Carroll and Madison Hogue discussed the state standards survey and how the information will be

disseminated. They reminded members of the Trustee Workshop, focusing on the roles of trustee, which will be held at the Jefferson City Library on September 27; registration is required. They reviewed the roles of the regional office: advising on policies and procedures; assistance with technology; sharing best practices; assistance with technology grants and funding. Matthew will provide orientation for Rex and Louise. OSAP—which indicated population served by each library—was signed. We are working on MOEs and service area agreements and update library board information. The Library Services Policy draft is being circulated. Bethany will send to committee chair, Jennifer, who will bring before the board at the September meeting. Donna suggested adding the Mission Statement to the policies. Board was reminded that the standards require that these policies be reviewed annually.

Dandridge Memorial Library (DML) - Bethany Jones

Report as submitted. Bethany discussed the future addition of storybook boxes from Governor's grant funding. These interactive boxes do not have to be placed on library property and would require community partnerships.

Jefferson City Public Library (JCPL) - David Phillips

Report as submitted. David reported that he has received the Pettway and TOP grants and applied for the technology grant—which he expects to hear from soon. Jefferson City will receive 1,000 pairs of eclipse glasses. A suggestion was made by a patron for a walking trail from the library to the Community Center (which is in city planning), and a playground (which is in the long-range plan).

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

Report as submitted. Donna has received a \$9,000 grant from Pettway to use for rolling tables and computers. A TOP grant will be used to provide computer classes. PW received a matching technology grant. She brought to the Board's attention the problem of a homeless man who brings his dog into the library—unfortunately, the dog tries to bites people. Donna has contacted local law enforcement.

White Pine Public Library (WP) - Sara Beth Phillips

Report as submitted. Sara Beth reported that WP will receive 2,000 solar eclipse glasses. She plans to distribute them at Pinefest.

Copies of reports attached.

Salvage Reports:

There are no salvage requests.

Committee Reports:

- *Annual Calendar of Events*

Paige distributed hard copies of the 'Calendar of Events' for review. She explained that review of the calendar will be an ongoing part of each board meeting. A discussion was held about the upcoming deadlines. Jen Koella distributed notebooks to each committee chair and defined the role of each chair: to lead the work of the committee and build committees based on timing of activities and the skills/interests of members. All members were encouraged to provide input and feedback on activities. Jennifer Stoneking-Stewart will be sending files to the board for annual bylaws and library services review, which will be discussed at the next meeting.

New Business:

- *Interlibrary Loans*

Sara Beth stated that a webinar will be held on 7/14/23 to make a final decision on a statewide

courier contract. Problems with the current vendor threaten to cause problems with budgets and limit or eliminate the ability to offer interlibrary loans, which are an integral part of services. While library directors have identified some work-arounds to this, they are not ideal in the long-term. However, Sara Beth reported that the state librarian feels optimistic that a solution will be forthcoming.

[Post Meeting Note: On July 14, Sara Beth notified trustees that Jamie Ritter (the state librarian) notified directors that there is a new contract with the courier that will be fully funded through the end of this fiscal year, so interlibrary loans will resume.]

Old Business: N/A

Pat moved to adjourn the meeting; Carolyn seconded. The motion passed unanimously.

Paige adjourned the meeting at 7:19p.

The next scheduled board meeting of the Jefferson County Library Board will be September 14, 2023, at 6:00PM at White Pine Public Library, White Pine, TN.

Paige Bolton, Chair

Pat Isenberg, Secretary