

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

September 14, 2023

Date: September 14, 2023

Location: White Pine Public Library

Board Members Present: Paige Bolton, Jessica Churchwell, Pat Isenberg, Louise Joyce, Rex Kitts, Jenny Koella, Linda McCall

Library Directors: Matthew Jordan, Bethany Jones, David Phillips, Donna Phillips, Sara Beth Phillips

Library Assistants/Clerks: N/A

Guests: None

The meeting was called to order by Chair Paige Bolton at 6:04pm.

Review of Previous Meeting Minutes:

After a review of minutes, the minutes stand as submitted.

Correspondence and Communications:

Following a request from Jefferson County Mayor Mark Potts, a QR code linking to the Community Survey has been posted on the library sites.

Financial Report:

Jenny reviewed the end of year financials. Bonus calculations have been completed. David and Sara Beth have requested budget amendments but have yet received them.

POST MEETING NOTE: Budget amendments have been received.

Directors' Reports:

Clinch River Regional Report—Matthew Jordan

Matthew highlighted upcoming training for trustees on September 27. Attendees and presenters will include the president of TLA, Rhonda Tippitt, the State Librarian and the Director of Regional Library. A courier contract is in place and the legislature has provided additional funds to continue interlibrary loans (ILL). Matthew praised the ingenuity of our librarians in finding alternate ways to provide ILL if a contract had not been approved.

Dandridge Memorial Library (DML) - Bethany Jones

Report as submitted. Bethany distributed photos of the damage from a break-in at the library that occurred September 10 or 11. A police report was taken. There has been communication from someone who might provide a lead into the break-in. Bethany proudly reported significantly higher numbers in her survey! She expressed gratitude for the additional staff hours. Bethany announced that she will be going on maternity leave later in the year. The group offered its congratulations.

Jefferson City Public Library (JCPL) - David Phillips

Report as submitted. David distributed a patron survey for review by the board.

Parrott-Wood Memorial Library (P-W) - Donna Phillips
Report as submitted.

White Pine Public Library (WP) - Sara Beth Phillips
Report as submitted. Sara Beth reported on a few behavioral problems with people who are unhoused, such as outbursts and arguing. This is a problem for other businesses and organizations in White Pine and has been discussed in Town Hall meetings. Mathew reported that this is a widespread problem and discussed the availability of library safety and security training.

Copies of reports attached.

Salvage Reports:

A motion was made by Jenny to approve the salvage requests; Louise seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

Calendar of events review:

Director performance evaluations are due. See the following action from the Personnel Committee.

Personnel Committee: Linda McCall

Steps for Director evaluations are as follows. 1) Directors will complete a self-evaluation form and send to Linda. 2) Linda and other board members will review and complete a Library Director Evaluation (form is in the Personnel Policy Manual). 3) Evaluations will be shared with each Director. Director will be given the opportunity to sign the form and Linda will sign the form, return a copy to the directors and file the form according to policy.

Jessica moved to approved the self-evaluation form, Jenny seconded and the motion passed.

New Business:

Collection Development Policy:

Revisions to the Collection Development Policy were reviewed. Rex moved to accept the Collection Development Policy as revised, Louise seconded and the motion passed.

Bylaws and Policy Committee:

In Jennifer's absence the Bylaws and Policy Committee presented minor changes to the Trustee Policy and the Library Services Policy. Copies of revisions were made available to members; clarifications were provided. Following discussion, Louise made a motion and Jessica seconded to approve the revisions made to the Trustee Policy and the Library Services Policy (which includes the Internet Safety Policy that addresses the State requirements for the 2023-24 Public Library Service Agreement. The motion passed unanimously.

Personnel Policies:

No changes were made to the personnel policies, so no action was required.

Old Business:

Nominations:

Members discussed the opportunities and challenges for the next cycle of nominations to the board. The board will lose 3 White Pine members: Carolyn, Jenny, and Jessica. Paige reiterated that we need to have targeted recruiting of board members to ensure that we have the expertise needed to meet the needs of the library system, especially in the area of finance. The group discussed various strategies for recruitment and the pros and cons of each.

Long Range Planning:

Committee chairs will meet by phone to begin the process and engage other members in the activities.

Pat made a motion to adjourn the meeting; Jenny seconded. The motion passed unanimously.

Meeting adjourned at 7:08p.

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

Paige Bolton, Chair

Pat Isenberg, Secretary