

Jefferson County Library Board

Minutes

July 11, 2024

Date: July 11, 2024

Location: Dandridge Memorial Library

Board Members Present: Paige Bolton, Rex Kitts, Kay Rutherford Williams, Ralph Tucker, Susan Underwood, Jennifer Winkler

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

Guests: N/A

The meeting was called to order by Paige Bolton at 6:03pm.

Paige Bolton recorded the meeting minutes; Kyndall Wright, Board Secretary was absent.

Announcements:

Review of Previous Minutes: The May 2024 Minutes stand as submitted.

Correspondence and Communications: Jefferson City Public Library received a thoughtful note from Jeanne Bishop that the present Board members read.

Financial Report(s):

Jennifer stated that each library report received looked good. Will be getting together with former Board Member/Treasurer Carolyn Allen soon to review past financials.

Director's Reports:

*Clinch River Regional Report-*

See attached reports. Matthew was unable to attend this evening's meeting.

*Dandridge Memorial Library- Bethany Jones*

Please see attached report.

Bethany discussed the Connected Community Facilities Grant. This grant's goal is to create places where people can access digital resources for work, health, and education in one location. The maximum grant request allowable for this program is \$2 million. The grant will cover up to 90% of eligible project expenses, with a required 10% match by the grantee. Libraries are eligible applicants. Application is due 7/12/2024.

*Jefferson City Public Library-* David Phillips

Please see attached report.

David remarked that the Pettway Grant that was applied for was only half approved and will only cover the purchase of the storage cabinets. He also mentioned that in the report it stated there were 125 attendees each week for the Summer Reading Program. It is actually 150.

*Parrott-Wood Memorial Library-* Donna Phillips

Please see attached report.

*White Pine Public Library-* Sara Beth Phillips

Please see attached report.

Salvage Reports: N/A

Committee Reports:

N/A

New Business:

Annual Bylaws/Policy Review: It was discussed in Jennifer Stoneking-Stewart's absence that the Personnel policy and comparison to the County Handbook policy was the main undertaking to evaluate/edit. The other policies will be reviewed but was discussed that there was very little to amend, if any. Paige will follow-up with Jennifer to discuss particulars.

Image Evaluation: Paige discussed the need to prepare image evaluations for each library (prepare every three years) before the end of the year. She provided a copy of the Image Evaluation from the *Tennessee Standards for Public Libraries* and a copy of the 2021 evaluations from each library for review. She stated she will follow up with the board to see who would be available to do an evaluation. As Paige stated, it does not have to be just board members providing the evaluations. Evaluators can include funding bodies, policy makers, volunteers, etc.

Old Business:

N/A

Kay Rutherford Williams moved to adjourn the meeting. Ralph Tucker seconded. The motion passed unanimously.

Meeting adjourned at 6:57pm.

The next scheduled board meeting of the Jefferson County Library Board will be Thursday, September 12, 2024, at 6:00pm at Jefferson City Public Library, Jefferson City, TN

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Paige Bolton, Chair