

Jefferson County Library Board

Minutes

September 12, 2024

Date: September 12, 2024

Location: Jefferson City Public Library

Board Members Present: Paige Bolton, Rex Kitts, Linda McCall, Ralph Tucker, Jennifer Winkler, Kyndall Wright, and Susan Underwood

Library Directors: David Phillips, Donna Phillips, Sarabeth Phillips, Bethany Jones, Matthew Jordan

Guests: N/A

The meeting was called to order by Board Chair, Paige Bolton, at 6:08pm.

Kyndall Wright, Board Secretary, recorded the minutes.

Announcements:

- Review of Previous Minutes: The July 2024 Minutes stand as submitted.

Financial Report:

- Treasurer, Jennifer Winkler, reported that she is working through the MOE numbers for the upcoming Budget Committee meeting. She noted that she will be meeting with and working with the library directors, as well as Paige Bolton (Chair) and Matthew Jordan (Clinch River Regional Library) to verify these numbers ahead of the October meeting.

Director's Reports:

- *Clinch River Regional Report* – Matthew Jordan
 - Matthew reminded all present of the Clinch River Regional Library Trustee Workshop, which will be held at the Jefferson City Public Library on September 24th. Sign-ups for registration due by Friday, September 13th, 2024.
 - Matthew also reminded all of the Annual Public Library Survey, which is now open and due by Monday, September 30th. Directors are working proactively to get these completed.
- *Dandridge Memorial Library* – Bethany Jones

- Bethany noted that the Dandridge Memorial Library received the Friends of Tennessee Libraries Grant with full funding, which they will use to start up their fully functioning FOL group. The grant also covers free registration for Friends members.
 - Regarding the incident cited in Bethany's board report, there is an upcoming court case during which Bethany will be testifying as a witness to the events. As of now, the current ban on the suspect stands in effect.
- *Jefferson City Public Library* – David Phillips
 - David added that the date for the September 19th Regional Fall Technology Roundtable was moved to November 21st.
 - David stated that he has finished and submitted the Annual Public Library Survey for Jefferson City.
 - He has finished gathering the library data for 2024 and has added it to this meeting's report (see attached).
 - He highlighted the positive pieces in the *Standard Banner* regarding the 2025 Tech Grant, which was approved in full, and the library's growing homeschool program.
 - In the coming weeks, the library directors plan to request staff pay increases after reviewing county rollover revenue.
- *Parrott-Wood Memorial Library* – Donna Phillips
 - Donna added that Parrott-Wood has an upcoming fundraiser on October 5th, for which they have already exceeded their donation match requirement by Modern Woodmen. They received a generous, anonymous donation of \$4,000. They continue to seek and welcome volunteers for this upcoming event.
- *White Pine Public Library* – Sarabeth Phillips
 - Sarabeth added that a recent windstorm has blown off the front door of the library leading to the foyer. They have not received any news on when they might be able to expect a replacement, but local leaders have been notified.
 - Sarabeth has received an anonymous letter from a community member that was suspicious in nature and wanted to make the board aware.
 - Pinefest will take place on September 28th in White Pine and the Friends of the Library will be hosting a sale. Volunteers are needed and welcomed.

- *Copies of Directors' Reports attached.*
- *Salvage Reports:*
Jefferson City Public Library and Parrott-Wood Memorial Library both had salvage requests for approval (attached to reports). Rex Kitts made a motion to approve the salvage requests. Susan Underwood seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

N/A

New Business:

Bylaws/Policy committee:

- Jennifer Stoneking-Stewart previously asked for yearly review/revisions on the library's current collection development policy. David mentioned that wording regarding 'Share-It' platform needed to be added, as well as updating the current census information. Susan Underwood made a motion to accept the policy with the revisions (see attached policy for reference); Rex Kitts seconded this motion. The motion passed unanimously.
- The Library Service Policy has been revised to add that ***"Children under the age of 13 are not to be left unattended by a guardian or authorized adult except for planned library programs or activities. Further, if a caregiver of an unaccompanied minor (between the ages of 13 and 18) has been contacted but has failed to show up at closing time of the library to gather the minor, the proper local authorities may be contacted at the discretion of the library director"***.

After some discussion, the Board and Directors worked together on adding wordage regarding direct consequences for patrons to this policy. The amended wording to include ***"Children under the age of 13 are not to be left unattended by a guardian or authorized adult except for planned library programs or activities. If a child under 13 is left unattended at the library, the library director may contact the proper local authorities. Further, if a caregiver of an unaccompanied minor (between the ages of 13 and 18) has been contacted but has failed to show up at closing time of the library to gather the minor, the proper local authorities may be contacted at the discretion of the library director."***

Jen Winkler made a motion and Susan Underwood seconded to approve with the revised language in the Library Policy (which includes the *Internet Safety Policy* that addresses the State requirements for the Public Library Service Agreement.) The motion passed unanimously.

(POST MEETING NOTE: Library Policy was revised with new wording on 9/13/2024.)

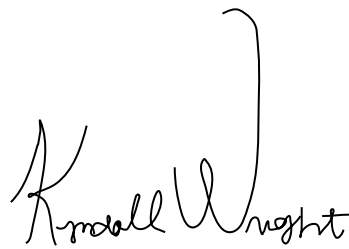
- White Pine and Parrott-Wood libraries have completed their image evaluations. Jefferson City and Dandridge have their image evaluations scheduled for the upcoming future.
- Director evaluations will be planned in the coming months.

Jen Winkler moved to adjourn the meeting; Susan Underwood seconded this motion; the motion passed unanimously. The meeting adjourned at 6:58pm.

The next meeting will take place on November 14th, 2024, at Parrott-Wood Memorial Library



Rex Kitts, Vice-Chair



Kyndall Wright, Secretary

Jefferson County Library Board
Meeting Sign-In Sheet
September 12, 2024
Jefferson City Public Library

BOARD MEMBERS

Paige Bolton

Paige Bolton

Rex Kitts

Rex Kitts

Linda McCall

Linda McCall

Kay R Williams

Jennifer Stoneking-Stewart

Jennifer Stoneking-Stewart

Ralph Tucker

Jennifer Winkler

Jennifer Winkler

Kyndall Wright

Susan Underwood

Susan Underwood

LIBRARY DIRECTORS

Matthew Jordan

Matthew Jordan

Bethany Jones

Bethany Jones

Sara Beth Phillips

Sara Beth Phillips

David Phillips

David Phillips

Donna Phillips

Donna Phillips

GUESTS (please print)

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