

Jefferson County Library Board

Minutes

January 9th, 2025

Date: January 9th, 2025

Location: White Pine Public Library

Board Members Present: Rex Kitts, Linda McCall, Kay Rutherford, and Kyndall Wright

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

Guests: Nancy Crapiz, Ginger Curran, Carolyn Barrette, Shelby Coles

The meeting was called to order by Board Vice-Chair, Rex Kitts, at 6:06pm.

Kyndall Wright, Board Secretary, recorded the minutes.

Comments by Guests:

Members of the Jefferson City and White Pine Friends of the Library group were present to report on assistance, grants, and funds they were able to help with throughout this last year.

See attached reports

Announcements:

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

Director's Reports:

- *Clinch River Regional Report* – Matthew Jordan
 - David Phillips, Jefferson City Director, was highlighted in January report for his recognition and award for outreach with the Jefferson County School System
 - Matthew points out the training schedule available on the back of his report for upcoming dates.
- *Dandridge Memorial Library* – Bethany Jones
 - The Dandridge Memorial Library's building project is moving along nicely and Bethany is continuing to apply for more grants to help with the funding of the building.
- *Jefferson City Public Library* – David Phillips

- There have been new tables delivered for the JCPL Conference Hall so that they can now accommodate more users.
- David has recently started a local eBook collection through Libby using regional library funds.
- The old security system has been replaced and is now compliant with the new law in place.
- *Parrott-Wood Memorial Library* – Donna Phillips
 - Donna requests support from the Board to reinstate her employee’s former job title from “Library Clerk” to “Library Assistant.” She notes that having at least one designated Library Assistant is closer in compliance to the recommended TN State Standards for Public Libraries.
 - Kay makes a motion to require all county libraries to have at least one staff member with the title of “Library Assistant” as defined in the JCPL Personnel Policy.
 - Linda seconds this motion; all other Board members present vote in favor; motion passes.
- *White Pine Public Library* – Sarabeth Phillips
 - Sarabeth highlighted her positive working relationship with the new White Pine Mayor. She is excited about his enthusiasm towards libraries and looks forward to his time in office.

Committee Reports:

- Personnel Policy
 - David has revised the Personnel Policy to reflect the edits made in the last Board meeting
 - Kay moves to accept the final revisions to the Personnel Policy.
 - Linda seconds this motion; all vote in favor; motion passes.
- Library Services Policy
 - David reviews the changes made to the Library Services Policy
 - Kyndall makes a motion to accept the revisions to the Library Services Policy regarding the meeting room guidelines, 3-D printing, and notary services.
 - Kay seconds this motion; all vote in favor; motion passes.
- Director Evaluations
 - Linda has completed Donna’s director evaluation
 - All other director evaluations will take place in the coming weeks.

New Business:

- Board Member vacancies: We have found individuals to fill several vacancies. We will still need to look for additional county representatives.
 - Kay makes a motion to accept Matt Cohen (County Representative), Joe Payne (Jefferson City Representative), and Rose Mays (White Pine City Representative) as new members of the Jefferson County Library Board
 - Linda seconds this motion; all vote in favor; motion passes.
 - David will email to get on the agenda for the next County Commission meeting to get final approval for necessary Board members.
 - The Board will wait to fill the Treasurer and Vice Chair positions until new Board members are officially appointed.

- 2025-2026 Budget Request
 - Some minor changes need to be made to the budget request for the upcoming year.
 - Kay makes a motion to approve the 2025-2026 budget request subject to corrections that need to be made to line item 499 and personnel increases for Parrott-Wood Library.
 - Linda seconds this motion; all vote in favor; motion passes.

Rex notes that the next Jefferson County Library Board meeting will be March 13th at Dandridge Memorial Library at 6:00pm.

Linda makes a motion to adjourn the meeting; Kay seconds this motion; the meeting is officially adjourned at 8:03pm.

Rex Kitts

Rex Kitts, Vice-Chair

Kyndall Wright

Kyndall Wright, Secretary

