

# Jefferson County Library Board

## Minutes

March 13th, 2025

**Date:** March 13th, 2025

**Location:** Dandridge Memorial Library

**Board Members Present:** Matt Cohen, Rex Kitts, Rose Mays, Linda McCall, Joe Payne, Kay Rutherford, Ralph Tucker, and Kyndall Wright

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

**Guests:** N/A

The meeting was called to order by Board Chair, Rex Kitts, at 6:03pm.

Kyndall Wright, Board Secretary, recorded the minutes.

### **Comments by Guests:**

N/A

### **Announcements:**

- Kay makes a motion to continue accepting the restrictions and accommodations in place for Donna Phillips as she recovers from a workplace injury; Rex seconds this motion; all are in favor; motion passes.
- Review of Previous Minutes: The January 2025 Minutes stand as submitted.
- Ralph makes a motion to nominate Matt Cohen as Board Treasurer; Matt accepts the nomination; Kay seconds the motion; all vote in favor; motion passes and Matt is appointed as the new treasurer.

### **Director's Reports:**

*See all attached reports.*

- *Clinch River Regional Report* – Matthew Jordan
  - Matthew noted the new professional development collection at the regional library and briefly discussed the TN State Library Standards, which did not undergo any major changes in this year's review.
- *Dandridge Memorial Library* – Bethany Jones

- There is an upcoming meeting to discuss the final interior design plans for the new library building.
- *Jefferson City Public Library* – David Phillips
  - There are still some funds to be spent from the technology grant.
  - The Library Assistant vacancy has been recently filled.
- *Parrott-Wood Memorial Library* – Donna Phillips
  - Donna will be starting physical therapy soon to aid in her recovery from her injury but is doing well working with the accommodations in place.
- *White Pine Public Library* – Sarabeth Phillips
  - Adult craft classes will start back up soon.
  - The White Pine Friends of the Library has seen some growth and they have contributed funds towards these programs.

**Salvage Requests: See attached reports**

- Kay makes a motion to accept all surplus requests as outlined in director’s reports; Matt seconds this motion; all vote in favor; motion passes.

**Committee Reports:**

- Director Evaluations
  - Director evaluations for David, Sarabeth, and Donna have been completed. Bethany will be completing her’s shortly.
- Annual Insurance Review
  - No libraries need to update or make changes to insurance coverage at this time.

**New Business:**

- Board Member Vacancies:
  - We still have one member vacancy and need to begin planning to fill Linda’s vacancy at the end of this term.
- There is a personnel meeting coming up on April 7th at the courthouse at 2pm.

Rex notes that the next Jefferson County Library Board meeting will be May 8th at the Jefferson City Public Library at 6:00pm.

Rex makes a motion to adjourn the meeting; Ralph seconds this motion; the meeting is officially adjourned at 7:11pm.

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Rex Kitts, Chair

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Kyndall Wright, Secretary