

Jefferson County Library Board

Minutes

November 13, 2024

Date: November 13, 2024

Location: Parrott-Wood Memorial Library

Board Members Present: Rex Kitts, Linda McCall, 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 Rex Kitts at 6:09pm.

Kyndall Wright, Board Secretary, recorded the minutes.

Announcements:

- Review of Previous Minutes: The September 2024 and special meeting October 2024 Minutes stand as submitted.

Director's Reports:

- *Clinch River Regional Report* – Matthew Jordan
 - Matthew highlighted the regional and local libraries' efforts, including White Pine Library, to help Stokely Memorial Library clean up after the flood damage from Hurricane Helene.
 - Extended his thanks to Jefferson City Public Library for a successful Trustee Workshop in September
- *Dandridge Memorial Library* – Bethany Jones
 - Dandridge Memorial Library has received the \$2 million TNECD Connected Community Facilities grant and plans to apply for the \$200,000 TSLA construction grant, to help with their building project. Bethany will be meeting with the Dandridge City Council on Monday, November 25th, to review plans regarding the construction and any additional matching funds that the city is willing to contribute.
 - The Board will write a letter in support of the city's additional allocations towards this project so that the new library can have the

desired meeting space, plus extra square footage for new books, computer space, staff work areas, and restrooms.

- Ralph moves to officially support the building project; Kay seconds; motion passes.

- *Jefferson City Public Library* – David Phillips

- David has received a thank you note from a leadership student at the highschool and a certificate from Tommy Arnold for his library's strong partnership with Jefferson County Schools and their Virtual Academy.
- David reminded everyone of the upcoming meeting on November 18th at the Courthouse, during which the budget committee will address the Board's request for staff salary increases.

- *Parrott-Wood Memorial Library* – Donna Phillips

- Donna has bought five new computers for the library and mentioned that she will need to surplus the old ones they are replacing; she asked if the board can approve her request upon receipt of the surplus list.
- The library's fundraiser was successful this year and they raised over \$12,000 thanks to some incredible local donors.

- *White Pine Public Library* – Sarabeth Phillips

- Sarabeth is excited to partner and work with the new White Pine Mayor and will be speaking to him soon about the current state of the building and its mold issue.

- *Copies of Directors' Reports attached.*

- *Salvage Reports:*

Dandridge Memorial Library and Parrott-Wood Memorial Library both had salvage requests for approval (attached to reports). Kay Rutherford made a motion to approve the salvage requests. Ralph seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

N/A

New Business:

Bylaws/Policy committee:

- In order to remain in consistent compliance with the Jefferson County Employee Handbook, it has been suggested that some parts of the library personnel policy should state "refer to the county handbook." The Board and Directors went through the suggested edits made by David and discussed which parts of the policy to remove and which should be kept.
 - David will make the necessary revisions for approval of the policy at January's meeting.
- White Pine, Parrott-Wood, and Jefferson City have completed their image evaluations. Dandridge's image evaluation is scheduled for the following morning.
- The Board addressed several vacancies that need to be filled. The Directors agreed to work closely with city and county officials to recruit qualified members to fill these positions.
 - Ralph nominated Rex Kitts to fill the Board Chair position; Rex accepted his nomination. Ralph then made a motion to appoint Rex as Board Chair; Kay seconded this motion; motion passes unanimously.
 - The Board and Directors will readdress the issue of the other officer vacancies at January's meeting so that we can first focus on filling the Board.

Rex moved to adjourn the meeting; Kyndall seconded this motion; the motion passed unanimously. The meeting adjourned at 7:55pm.

The next meeting will take place on January 9th, 2024, at White-Pine Public Library.



Rex Kitts

Rex Kitts, Board Chair

Kyndall Wright

Kyndall Wright, Secretary