

# Jefferson County Library Board

## Minutes

May 8th, 2025

**Date:** May 8th, 2025

**Location:** Jefferson City Public Library

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

**Library Directors:** David Phillips, Donna Phillips, Sarabeth Phillips, Bethany Jones, Madison Hough

**Guests:** N/A

The meeting was called to order by Board Chair, Rex Kitts, at 6:00pm.

Kyndall Wright, Board Secretary, recorded the minutes.

### **Comments by Guests:**

N/A

### **Announcements:**

- Review of Previous Minutes: The March 2025 Minutes stand as submitted.

### **Financial Report:**

*See attached financial report.*

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

*See all attached reports.*

- *Clinch River Regional Report* – Madison Hough
  - Madison highlighted some great programming happening around the region and noted that the current IMLS funding for TN this year will not be affected by recent funding cuts.
- *Dandridge Memorial Library* – Bethany Jones
  - The survey for the new library property has been completed.
  - Bethany has received the grant contract back for the new project funding and there is an upcoming meeting to discuss the invoicing process.
- *Jefferson City Public Library* – David Phillips

- Ralph makes a motion to accept David's Long Range Plan (in attached reports); Kay seconds this motion; all in favor; motion passes.
- *Parrott-Wood Memorial Library* – Donna Phillips
  - Donna has two new employees at her library (clerk and substitute).
  - Ralph makes a motion to also accept Donna's Long Range Plan; Kay seconds; all vote in favor; motion passes.
- *White Pine Public Library* – Sarabeth Phillips
  - Sarabeth recently attended a Town Hall meeting to discuss the city of White Pine contributing more funds to the MOE so that they can increase personnel and thus increase outreach programming while having sufficient staff in the building.

**Salvage Requests: See attached reports**

- N/A

**Committee Reports:**

- In order to fulfill committee chair positions, the Board first fulfilled Officer vacancies.
  - Ralph made a nomination to nominate Rex as the Board Chair for another term; Linda seconds this motion; all vote in favor; motion passes.
  - Rex nominates Ralph as the Board Vice-Chair; Kay seconds; all vote in favor; motion passes.
  - Kay nominates Kyndall for an additional term as Secretary; Ralph seconds; all vote in favor; motion passes.
  - Ralph nominates Matt as Treasurer for an additional term; Kay seconds; all vote in favor; motion passes.
- Committee Appointments: As Board Chair, Rex appoints the following individuals:
  - Matt as Budget and Finance Committee Chair
  - Joe as Bylaws and Policy Committee Chair
  - Ralph as Long Range Planning Committee Chair
  - Rose as Nominations Committee Chair
  - Kay as Personnel Committee Chair
- Board Vacancies: There is currently still one Board vacancy and one upcoming vacancy which will need to be filled in the coming months. The Directors will be working with the Board to help identify individuals to fill those roles.

**New Business:**

- Donna has been fully released from her previous injury and can work without restrictions.

Rex notes that the next Jefferson County Library Board meeting will be July 10th at the Parrott-Wood Memorial Library at 6:00pm.

Rex makes a motion to adjourn the meeting; Kay seconds this motion; the meeting is officially adjourned at 7:00pm.

Rex Kitts

Kyndall Wright

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Rex Kitts, Chair

Kyndall Wright, Secretary