

Jefferson County Library Board

Minutes

July 10, 2025

Date: July 10, 2025

Location: Parrott-Wood Memorial Library

Board Members Present: Matt Cohen, Rex Kitts, Linda McCall, Joe Payne, Ralph Tucker, and Kyndall Wright

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

Guests: Robert Bruner

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

Kyndall Wright, Board Secretary, recorded the minutes.

Comments by Guests:

Robert Bruner introduced himself and stated he would be happy to serve on the Board.

Ralph makes a motion to approve Robert Bruner as a new board member pending approval by the Commission; Rex seconds this motion; all vote in favor; motion passes.

Elizabeth Finhum from the Parrott-Wood Friends of the Library group also spoke to highly recommend Mr. Bruner to the Board, stating he is a dedicated hard worker and would make a great addition to the Board.

The next county commission meeting to get his approval will be July 21st.

Announcements:

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

Financial Report:

See attached financial report.

Director's Reports:

See all attached reports.

- Clinch River Regional Report – Matthew Jordan

- Matthew discussed the new service population numbers for each library. All four libraries have increased in service population.
- Matthew highlighted and congratulated Bethany's graduation from the University of Alabama with her Master's in Library and Information Science.
- Dandridge Memorial Library – Bethany Jones
 - Bethany has been invited to continue teaching SOAR classes to educate the community on resources available to them. The first class was very successful and well-received.
 - DML is continuing to seek grant funds to cover the furnishing costs for the new library building.
- Jefferson City Public Library – David Phillips
 - The Annual Trustee Workshop will take place at Jefferson City Public Library again this year on September 24th.
 - David has finished his annual review of the TN state library standards.
- Parrott-Wood Memorial Library – Donna Phillips
 - Donna will be replacing some computers with funds from the Pettway Grant she has received,
 - She was also interviewed for a STEM program grant today and hopes to hear news back soon about those funds.
- White Pine Public Library – Sarabeth Phillips
 - Sarabeth is getting additional funds to allocate towards community outreach. She is enthusiastic and is continuing to brainstorm program ideas.

Salvage Requests: See attached reports

- Matt makes a motion to approve Bethany's salvage request for Dandridge Memorial Library; Joe seconds this motion; all vote in favor; motion passes.

Committee Reports:

- Joe will be communicating with David and Matthew directly on how to best go about editing the Trustee Policy to add wording that satisfies new TN legislation regarding public comments.
- The Collection Development Policy and the Internet Policy will need to be reviewed in the coming months.
- Board Vacancies: There is currently still one Board vacancy which needs to be filled.

New Business:

- We are still awaiting Robert's official Board approval at the next County Commission meeting.

Rex notes that the next Jefferson County Library Board meeting will be September 11th at the White Pine Public Library at 6:00pm.

Matt makes a motion to adjourn the meeting; Joe seconds this motion; the meeting is officially adjourned at 7:09pm.

Rex Kitts

Kyndall Wright

Rex Kitts, Chair

Kyndall Wright, Secretary