

Jefferson County Library Board

Minutes

November 13, 2025

Date: November 13, 2025

Location: Dandridge Memorial Library

Board Members Present: Robert Bruner, Matt Cohen, Rex Kitts, Rose Mays, Kay Rutherford, Ralph Tucker, Kyndall Wright

Library Directors: David Phillips, Donna Phillips, Sarabeth Phillips, Bethany Jones, Madison Hough (in for Matthew from Clinch River Regional)

Guests: Katelyn Boggs (filling in for Bethany during first half of the meeting)

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 September 2025 Minutes stand as submitted.

Financial Report:

- Matt Cohen, Treasurer, noted that all financial reports are as expected. The MOE paperwork is finished and all required signatures have been gathered.
- Matt also wanted to review bank deposit procedures with directors: bank deposits are to be made every 3 days as indicated by county commission and TN state law.
- Matt also would like to work on a proposal to increase the petty cash amount on hand to a minimum of \$100 for all system libraries.
- Kay makes a motion to accept the treasurer's report as submitted; Ralph seconds; all vote in favor; motion passes.

Director's Reports:

See all attached reports.

- *Clinch River Regional Report – Madison*

- Madison noted that she will be attending the upcoming TN State Librarian's web meeting to gain more insight and understanding regarding the letters the local libraries have received (*see letter attachments*). In the meantime, she encourages the library directors to follow their collection development policies and continue to stay alert for new information and instruction.
- *Dandridge Memorial Library* – Bethany Jones
 - Katelyn (in for Bethany) said that there was nothing new to add to Bethany's report.
- *Jefferson City Public Library* – David Phillips
 - David said there was nothing new to add.
- *Parrott-Wood Memorial Library* – Donna Phillips
 - Donna added that her fundraiser was very successful as her projected goal amount was exceeded.
- *White Pine Public Library* – Sarabeth Phillips
 - Sarabeth attended the first video chat with the TN State Librarian about upcoming changes (*see attached letters*) and expressed her concern for lack of transparency in the new expectations.

Salvage Requests: See attached reports

- Kay makes a motion to approve all surplus requests (*see attached*); Ralph seconds this motion; all vote in favor; motion passes.

Committee Reports:

- Bylaws/Policy Reviews – Joe Payne
 - Joe was unable to attend this meeting.
 - David highlighted the changes made to the Library Service Policy which he sent out and asked for any additional edits or changes.
 - Ralph makes a motion to accept the changes made to the Library Service Policy as submitted; Matt seconds this motion; all vote in favor; motion passes.
- Director Evaluations – Kay Rutherford
 - Bethany and David's director evaluations are completed.
 - Sarabeth has completed the self-evaluation and will be meeting with Matt to discuss in the coming weeks.
 - Rex will be working with Donna to complete her evaluation in the coming weeks.

New Business:

- We still have one county-wide Board vacancy that needs to be filled.

- Sarabeth states she might've found someone interested in filling the vacancy and Rose noted she will take them an application in the coming days.
- Matt makes a motion to approve the additional \$10,000 in funds from the town of White Pine to be used for library personnel and to be placed in account #169 for this purpose; Robert seconds this motion; all vote in favor; motion passes.

Rex notes that the next Jefferson County Library Board meeting will be January 8th, 2026 at the Jefferson City Public Library.

Kay makes a motion to adjourn the meeting; Ralph seconds this motion; the meeting is officially adjourned at 7:06pm.

Rex Kitts, Chair

Kyndall Wright, Secretary