

Jefferson County Library Board

Minutes

September 11, 2025

Date: September 11, 2025

Location: White Pine Public Library

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

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

Guests: Heather Bentley

The meeting was called to order by Board Chair, Rex Kitts, at 6:10pm.

Kyndall Wright, Board Secretary, recorded the minutes.

Comments by Guests:

N/A

Announcements:

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

Financial Report:

Matt Cohen, Treasurer, was unable to attend September's meeting.

Director's Reports:

See all attached reports.

- *Clinch River Regional Report* – Paula
 - Introduced Heather, who works at the Clinch River Regional Library, and is over collection development
 - Highlighted Sarabeth's interview in the local newspaper
 - Noted that the meeting for summer reading programming will be at Morristown-Hamblen Library on October 2nd.
- *Dandridge Memorial Library* – Bethany Jones
 - Bethany added to her report that the grant which is helping fund the new library building is having issues with the invoicing process. Because of this, she has

requested \$200,000 of the \$800,000 upfront that the city pledged to the project. The city is requesting quotes to ensure the project is on budget. Bethany states we should have those quotes and estimates by the end of September.

- The city is currently planning to add a green way on the current library property; the library patio and part of the parking lot is currently inaccessible due to this.
- *Jefferson City Public Library* – David Phillips
 - David received a thank you card from the Isaiah 117 House for letting them use the library for their fundraiser.
 - The 20th anniversary celebration of Dolly Parton’s Imagination Library will take place at the library on October 4th from 10am-2pm.
- *Parrott-Wood Memorial Library* – Donna Phillips
 - Donna began by thanking David for hosting the Imagination Library anniversary celebration and added that she will be in attendance.
 - Parrott-Wood received a highly competitive youth endowment grant, which will be \$2,500 this fiscal year and another \$2,500 next fiscal year.
 - Donna has also added all updated plans, such as LRP, onto the library website.
 - Modern Woodman has pledged \$1,500 to the library and has donated \$600 worth of school supplies.
- *White Pine Public Library* – Sarabeth Phillips
 - Sarabeth mentioned a letter which was sent by the Secretary of State to all library directors which talked about the use of federal funds for DEI materials. The letter was vague (*see attached*) and will be reaching out for further clarification and guidance.

Salvage Requests: See attached reports

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

Committee Reports:

- Bylaws/Policy Reviews – Joe Payne
 - David, Matthew and Joe have worked together to propose a Public Comment Policy which is aligned with the County’s.
 - The Board reviewed the updates suggested by David and Matthew to the Trustee Policy document.
 - Kay makes a motion to set the reasonable amount of funds which can be pulled from library reserves accounts without Board approval at \$10,000 (*see the Finances section in the updated Trustee Policy*); Joe seconds this motion; all in favor; motion passes.

- Kay makes a motion to accept all changes as proposed and discussed by the Board and directors to the Trustee Policy; Ralph seconds this motion; all vote in favor; motion passes.
 - Ralph makes a motion to also accept all proposed and discussed changes/updates made to the Collection Development Policy; Kay seconds this motion; all vote in favor; motion passes.
- Director Evaluations – Kay Rutherford
 - Kay notes that she has all of the director evaluation template forms and sets the deadline for getting these done by the end of the calendar year. Kay will get with the representatives of each library to assign evaluation duties in the coming weeks.

New Business:

- We still have one county-wide Board vacancy that needs to be filled.
 - Rex appoints Rose as the Chair of the Nominating Committee; Rose accepts this appointment.
 - All committee positions are now filled.
- David is currently working toward finalizing the MOE budget amendments.
- Annual Trustee workshop will be September 24th at Jefferson City Public Library.

Rex notes that the next Jefferson County Library Board meeting will be November 13th at the Dandridge Memorial Library.

Rose makes a motion to adjourn the meeting; Kay seconds this motion; the meeting is officially adjourned at 7:23pm.

Rex Kitts, Chair

Kyndall Wright, Secretary