

Jefferson County Library Board

Minutes

March 12, 2026

Date: March 12, 2026

Location: Parrott-Wood Memorial Library

Board Members Present: Robert Bruner, Matt Cohen, Kyndall Guerassio, Rex Kitts, Rose Mays, Joseph Payne, Ralph Tucker

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

Guests:

The meeting was called to order by Board Chair, Rex Kitts, at 6:02pm.

Kyndall Guerassio, Board Secretary, recorded the minutes.

Comments by Guests:

- N/A

Announcements:

- Review of Previous Minutes: The January 2026 Minutes stand as submitted.

Financial Report:

- Matt Cohen, Treasurer, noted that nothing significant stands out to him in the financial reports that need to be discussed. He reminded the directors to continue filling out their petty cash reports and consistently making bank deposits every three days and at the end of each month.

Director's Reports:

See all attached reports.

- *Clinch River Regional Report* – Madison
 - Madison has finished the 26-27 training schedule plan turned in and should have that out to all library directors once approved.
 - Madison wanted to remind everyone that the TN Library Association conference is coming up in Knoxville.
- *Dandridge Memorial Library* – Bethany Jones
 - Bethany brought some sample rendering boards of the new building.

- There are some more donations in the works to help fund the new building; everything is still moving along as expected.
- *Jefferson City Public Library* – David Phillips
 - David has finished working on the tech grant installations as of yesterday.
 - He will not be applying for the TOP Grant this upcoming year, as his technology and networks are up to date and working well.
 - He will be applying for the Jane L. Pettway Grant and is hoping to replace some of the furniture in the children's section of the library with those funds.
 - There are several new library programs starting up soon, including one in collaboration with UT, which is an AI robot mediation toolkit, as well as a health and nutrition program, and a program which helps parents prepare their children for kindergarten.
- *Parrott-Wood Memorial Library* – Donna Phillips
 - Noted that her programs have still been going very well.
- *White Pine Public Library* – Sarabeth Phillips
 - Sarabeth has several new programs starting up at her library thanks to the new outreach funding she has received, including a canning class, collaboration with headstart, and a "paint your pet" community class.

Salvage Requests: See attached reports

- Ralph makes a motion to accept the salvage requests as submitted; Robert seconds; all vote in favor.

Committee Reports:

- Bylaws/Policy Reviews – Joe Payne
 - Joe makes a motion to accept David's revisions to the Collection Development Policy. The revisions include clarification on who is allowed to submit a reconsideration of materials request form to the board. Robert seconds this motion; all vote in favor.

New Business:

- We have received an application for the final board vacancy. Rose makes a motion to recommend Betty Cazzarin to the county commission to fill our final vacancy; Matt seconds this motion; all vote in favor.
- Rex asks Joe if he is willing to serve another term; he says that he is willing. Ralph makes a motion to recommend Joe for a second term; Matt seconds; all vote in favor.

- David says that he will communicate with the county commission and have each of these appointments added to the next meeting agenda.
- September 23rd is the 2026 Annual Trustee Workshop at Jefferson City Public Library. Board members are heavily encouraged to mark this on their calendars and attend if possible.

Rex notes that the next Jefferson County Library Board meeting will be May 14th at White Pine Public Library at 6pm.

Ralph makes a motion to adjourn the meeting; Rose seconds this motion; the meeting is officially adjourned at 7:12pm.

Rex Kitts, Chair

Kyndall Guerassio, Secretary