Jefferson County Library Board

Minutes

July 9, 2026

Date: July 9, 2026

Location: White Pine Public Library

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

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

Guests: N/A

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

Kyndall Guerassio, Board Secretary, recorded the minutes.

Comments by Guests:

- N/A

Announcements:

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

Correspondence:

- David received a thank you letter from the JCHS Youth Leadership class which expressed their appreciation and support through their ongoing partnership.

Director's Reports:

See all attached reports.

- Clinch River Regional Report – Matthew
  - Matthew highlighted various America 250 celebrations going on, as well as summer reading successes, at different libraries in the region.
  - The first month of in-service training opportunities should be sent out soon.
- Dandridge Memorial Library – Bethany Jones
  - Construction on the new library building has begun.
  - We have currently raised about 93% of funds needed to complete the construction project and Bethany is optimistic that we will reach our goal.

    - Some changes have had to be made to the building plans (see Bethany's report for details), but Bethany notes that they have found a solution which, in the end, saves costs.
- Jefferson City Public Library – David Phillips
    - Jefferson City is planning on adding a neighborhood garden to their retention area between the library and the fire department.
    - A patron has offered to donate a piano to the library and David asked for guidance on how to have it transported. Board members made some suggestions for reaching out to local community members, which David said he will look into.
- Parrott-Wood Memorial Library – Donna Phillips
    - Donna says that the celebration held in honor of the Kramers' library dedication and service went very well back in May and they had a wonderful turn out.
    - The Parrott-Wood Library has received a $11,000 check from the Jane L. Pettway grant, which she will be using towards new laptops.
    - Modern Woodman has reached out and will be donating materials to the children's summer reading program.
- White Pine Public Library – Sarabeth Phillips
    - Sarabeth notes that her new outreach programs are going very well and she has a couponing class coming up this Saturday.

Salvage Requests: See attached reports

- Kay makes a motion to approve the salvage requests as submitted; Joe seconds; all vote in favor.

Financial Report:

- Treasurer, Matt Cohen, states that the financials are looking good and as expected for all libraries.
- In regard to our previous petty cash discussions, Matt will be talking to finance soon to suggest increasing our petty cash on hand for all four libraries. However, Matt and David also spoke about potentially beginning to use the Square payment systems to begin taking cards for financial transactions, as this would resolve some of the petty cash issues the libraries have been experiencing.
- Jefferson City and Dandridge already have the Square app and systems running. White Pine and Parrott-Wood would need to purchase technology to run the free system on.

- The Board also discussed with the directors how the libraries would account for the service fees charged by Square. Ultimately, adding a small charge to all card transactions would likely be the best option, as this will cover those service fees.
- We will circle back to this discussion during the next meeting, after Matt has the chance to talk to finance.

Committee Reports:

- Bylaws/Policy Reviews – Joe Payne
    - Joe points out that, in the current Trustee Policy, officers are currently elected for a one year term limit, at which point they must either be reappointed or replaced. Joe suggests that we change the wording so that we remove the term limit and rather have officers serve "until a successor is elected."
    - Joe makes a motion to change the wording in the Trustee Policy to the above; Ralph seconds this motion; all vote in favor.

New Business:

- Kay makes a motion to accept all current officer positions as they stand, to be collectively re-evaluated in May as per the Trustee Policy; Joe seconds this motion. Motion passes. Officer positions are as follows:
    - Chair: Rex Kitts
    - Vice-Chair: Ralph Tucker
    - Secretary: Kyndall Guerassio
    - Treasurer: Matt Cohen

Rex notes that the next Jefferson County Library Board meeting will be September 10th at the Jefferson City Public Library at 6pm.

Robert makes a motion to adjourn the meeting; Kay seconds this motion; the meeting is officially adjourned at 6:59pm.

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Rex Kitts, Chair

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Kyndall Guerassio, Secretary