Jefferson County Library Board

Minutes

May 14, 2026

Date: May 14, 2026

Location: White Pine Public Library

Board Members Present: Robert Bruner, Betty Cazzarin, Kyndall Guerassio, Rex Kitts, Kay Rutherford, Ralph Tucker

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

Guests: Heather Bentley

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 March 2026 Minutes stand as submitted.

Financial Report:

- Matt Cohen, Treasurer, was absent but David Phillips noted that all four library directors attended the County Commission's budget committee meeting for the first review of the proposed 2026-2027 budget. The entire county budget, including the libraries' requests, was passed by the budget committee with no tax increase. The budget is now waiting on approval by the full Commission.

Director's Reports:

See all attached reports.

- Clinch River Regional Report – Madison
  - Madison pointed out that there are some final library trainings available for the current year.
- Dandridge Memorial Library – Bethany Jones

    - Bethany attended a pre-construction meeting earlier in the day that went very well. In regard to the new building, they are estimating to begin construction in June.
- Jefferson City Public Library – David Phillips
    - David has submitted the 25-26 standard survey.
- Parrott-Wood Memorial Library – Donna Phillips
    - Reminded the Board that she will be hosting a celebration for the Kramer's dedication and service to the library and Strawberry Plains community on May 23rd at 10am.
- White Pine Public Library – Sarabeth Phillips
    - Sarabeth will be starting up a needle felting class at the community center on July 25th.

Salvage Requests: See attached reports

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

Committee Reports:

- Bylaws/Policy Reviews
    - We are currently waiting on a copy of Sarabeth's director evaluation, but it has already been completed. Bethany has agreed to take a hard copy of all evaluations by the finance office.

New Business:

- Rex reminded all board members to complete their Trustee Certification.
- Betty and Madison spoke briefly about scheduling a new trustee orientation with Matthew Jordan in the coming weeks.
- September 23rd, 2026 will be the Annual Trustee Workshop at Jefferson City Public Library. All board members are encouraged to attend if possible.
- In regard to the Service Policy, the Board has decided to review this at the July meeting when Matt Cohen is present to discuss revisions.

Rex notes that the next Jefferson County Library Board meeting will be July 9th at the Dandridge Memorial Library at 6pm.

Ralph makes a motion to adjourn the meeting; Kay seconds this motion; the meeting is officially adjourned at 6:54pm.

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Rex Kitts, Chair Kyndall Guerassio, Secretary