

Loudon County Library Board of Trustee Meeting

Regular Meeting

November 18, 2021

RSCC Community Room, Lenoir City

Call to order: 5:03 by Chair, Sarah Thomason.

Present: Trustees: Cindy Benefield, JoAnn Hart, Sandi Jorgensen, Carolyn Page, Sarah Thomason, Phyllis Thompson.

Directors: Jordan Baker, Kate Clabough, Susan Dorsey, Mark Williams.
ORRL Director, Liz Schreck.

Absent: Trustees Kyle Styer and Beth Waldmann, excused; Ed Donley.

Director: Carol DeForest

Agenda: Approved with no additions.

Minutes: Hart moved to accept the minutes of the September 23, 2021 meeting. Page seconded. Motion carried.

Treasurer's Report: Report submitted. Balance is \$15107.03 with a \$10760.40 reserve to pay Brodart, leaving amount of funds available \$4346.63. Thomason took this time to deliver a gift to each director.

Ocoee River Regional Library Report: Report submitted. Director Schreck reviewed some of the highlights:

A workshop on onboarding and corrective coaching was just completed.

Trustees have until December to complete all five parts of the Trustee workshop.

Grant contracts are going out.

County Liaison Report: No report.

Director's Reports: Reports submitted from all five directors.

Williams distributed a copy of a letter sent to Representative Russell. He suggested we all go to EVERYLIBRARY to learn more about his concerns.

Clabough has obtained a digital version of newspapers dating back to the 1800's. She will share this with the Library of Congress and the State Archives. She brought up the subject of the Loudon Library housing city records. This subject has been discussed widely, but no contact has been made with her concerning this issue. Storage of city records could leave her with less room. She also mentioned the possibility of a new library being build along the waterfront. Sarah, Kyle, and Kate will be meeting with Ty Ross and Jeff Harris on December 3 to discuss these issues.

Baker has been procuring new materials with her grant money and weeding out the old to make room. She would like to have a used book sale after the holidays.

Dorsey held two days of training before going live with the new system, only to discover that the scanners would not scan the new cards. She will have to go back to the old system until new cards can be made and distributed. She distributed a paper outlining the differences between the Level 3 and Level 1 libraries in regards to programs, circulation, visits, and director pay. She urged the trustees to seek higher salaries for the Level 3 directors.

Discussion was had concerning libraries going fine free. Williams, Clabough, Baker, Dorsey are all interested in going fine free. It was suggested that libraries put out a donation jar instead. Thomason asked the directors to come up with a list of the pros and cons of this and we will address it at our next meeting.

Committee Reports:

Budget and Finance: Page will call a committee meeting after the first of the year. Thomason reported that the County Commissioners will raise the salary of part time persons who have regular hours to \$14 per hour. The salary for a part time floater will be \$12.50 per hour.

By-Laws and Policy Development: Thomason moved to adopt the following by-law change. Benefield seconded. Approved:

Change the wording of the by-laws in Article VI, Section 6.1 Regular Meetings to: *Regular meetings will be held bi-monthly (January, March, May, July, September, and November) in Loudon County with the dates, times, and locations to be determined by the board. Regular meetings and special meetings will be held and conducted in compliance with the Tennessee Open Meetings Act (TC 8-44-101.)*

Thomason distributed updated forms to be placed in our notebooks.

1. Revised Cover
2. Meeting Information
3. Guide to Understanding the Loudon County Library System
4. Section 1 Mission Statement to replace pages 7 through 16.

Community Outreach: Report submitted.

Nominating Committee: no report

Thomason asked directors to include in their reports what was spent of the grant monies and how they were spent. She also asked for success stories. Both will aid her in approaching the County Commission.

Personnel: no report.

Greenback Signage Update: Benefield reported that the city council has approved new signage for the library.

Discussion of Goals: Thomason discussed three goals she would like us to pursue:

1. Creation of a policy in regard to training newly-hired directors. She has asked Ruth McQueen to chair a committee to explore this. She will also ask Donley, Clabough, and Baker to be on this committee. With this in mind, the following motion was made by Benefield and seconded by Hart.

I move that an ad hoc committee be created to pursue the creation of a policy to help newly-hired directors have a smooth transition to their new roles.

Motion carried.

2. Library directors have been notified that individuals are entering libraries and taking pictures and videos of personnel and patrons. Because of this, the following motion was made by Benefield and seconded by Thompson.

I move that an ad hoc committee be created to pursue the creation of a patron privacy policy.

Motion carried. Barry Baker will chair the Patron Policy Committee. Also serving will be Thompson, Billie Whitney, and Williams. Williams has already written a policy for the Philadelphia Library. He read it and will share it with the committee.

3. Thomason would like to pursue the creation of a Foundation Board so that we will have a vehicle for people to make tax free charitable gifts. Should we go forward with this, she has individuals in mind for a committee. Benefield moved and Thompson seconded the following motion:

I move that the chair pursue the feasibility of creating a Public Library Foundation.

Motion carried.

Discussion of Goals: Thomason distributed and briefly discussed 2021-2022 goals. See attached.

The County Commissioners will be discussing the record storage area at the December 6, 2021 meeting which Thomason will attend.

Next Meeting: Thursday, January 13, 2022, 5:00 Lenoir City Library.

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Adjournment: 6:10.

Respectfully submitted,

Sandra Jorgensen, Secretary

Attachments:

Agenda

Minutes

Treasurer's Report

Director' s Reports

Trustee's Reports

LCLB Goals for 2021-2022

September Library Statistics

Motion Requests

Level 3 vs Level 1 Library statistics

Letter to Representative Lowell Russell