

**Loudon County Library Board**  
**Regular Meeting Minutes**  
**July 14, 2022**  
**Greenback Public Library**

**Call to order:** 5:00 by Chair, Sarah Thomason.

**Present:** Trustees: Cindy Benefield, Liz Hall, JoAnn Hart, Sandi Jorgensen, Carolyn Page, Sarah Thomason, Beth Waldmann.

**Directors:** Kate Clabough, Susan Dorsey, Martha Guldán, Mark Williams, ORRL Assistant Director Nickki Snyder.

**Absent:** Trustees: Pauline Barbour, Kyle Styer, both excused.

Director: Carol De Forest.

Thomason went over handouts. See attached. Williams explained the new communication tool he has implemented.

**Report from Ruth McQueen, ad hoc committee chair:** Thomason read the letter from Ruth McQueen concerning employee training policy. In it, McQueen commended Clabough and Williams for their efforts. Letter attached.

Williams has created an orientation training check list to be used as a beginner's guide. Guldán attested to its benefits. Two training manuals have resulted from this process. Both are adaptable for all five libraries. Both are close to being ready for distribution.

**Agenda:** Approved with no additions.

**Minutes:** Page moved that the minutes of the May meeting be accepted. Hart seconded. Approved.

**Treasurer's Report:** Report submitted. Balance is \$12,265.87. Discussion was had concerning keeping the position of "Treasurer" as part of the board. A case was made for keeping the designation, even though the County will be managing the funds in the future. The current board checking account will not be closed out until after the Pettway funds are managed. Snyder concluded that the Treasurer still has a role even if funds are not funneled through the board. Snyder will send this job description to Page.

**Ocoee River Regional Library Report:** Report submitted. Snyder pointed out that in-person training will now be taking place, beginning August 23. She distributed certificates to directors and encouraged all trustees to take the September trustee workshop, date to be determined.

**County Liaison Report:** No report.

**Standing Committee Reports, Recommendations, Appointments: See attached documents.**

**Budget and Finance:** Will be meeting soon, date to be determined.

**By-laws and Policy Development:** Thomason will chair this committee.

**Community Outreach:** Report submitted. Monies left over from Storybook Trail grant, should there be any, will be kept for a second "Trail." We will be manning a booth at Riverfest; Beth called for volunteers to sign up for a shift.

**Nominating Committee:** Thomason pointed out that a revision needs to be made in the by-laws concerning this process. She will keep the board apprised.

**Personnel Committee:** Liz Hall will be the new chair.

**Directors Reports:** Reports attached.

Guldan: Reported that Greenback has been extremely busy with an increase in traffic and circulation.

Dorsey: Lenoir City has also been quite busy. Despite a conflict with early voting, the library is hosting miniature horses and donkeys in the facility on August 22.

Clabough: Loudon Library has not had adequate signage on Highway 11 directing patrons to the facility. Road Superintendent Billy Pickle has promised to rectify this. Clabough also distributed the proposed floor plan for the annex addition to the library. Concerns over this addition and how it will impact the director were discussed. Clabough hopes to discuss these concerns with Mayor Bradshaw.

Williams: All is going well. 200<sup>th</sup> birthday was a success.

De Forest: No report for Tellico Village.

**Discussion of Goals:** Thomason discussed the attached handouts. She emphasized the need to add staffing and encouraged trustees to go to their funding boards to share information about the many services the libraries provide. Building awareness is very important.

She would like for trustees to consider attending the County Commissioner meetings the first Monday of every month, 6:00 at the Courthouse annex.

Thomason would like to establish a standing committee for long range planning. She is open to suggestions for other goals.

**Next Meeting:** Thursday, September 8, 2022, Public Library at Tellico Village, 5:00.

**Adjournment:** 6:40.

Respectfully submitted,

Sandra Jorgensen, Secretary

Attachments:

Agenda

Treasurer's Report

Director's Reports

List of Library Officials

List of Board Membership and meeting dates

LCLB Goals for 2022-2023

Letter from Ruth McQueen

Public Library Service Agreement

Floor plan for Loudon Annex addition

Outreach Committee Report