

Loudon County Library Board
Regular Meeting Minutes
September 9, 2022
The Public Library at Tellico Village

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

Present: Trustees: Pauline Barbour, Liz Hall, Sandi Jorgensen, Carolyn Page, Sarah Thomason, Beth Waldmann.

Directors: Carol DeForest, Susan Dorsey, Martha Guldán, Mark Williams, ORRL Director, Schreck.

Absent: Trustees: Cindy Benefield, JoAnn Hart, Kyle Styer, all excused.

Director: Kate Clabough.

Agenda: Approved with no additions.

Minutes: Hall moved that the minutes of the July meeting be accepted. Waldmann seconded. Approved.

Treasurer's Report: Report submitted. After review and discussion of the report, Hall moved that "the account be closed and funds disbursed as soon as possible." Waldmann seconded. Motion carried. Funds will be disbursed as specified in the attached report.

Ocoee River Regional Library Report: Report submitted. Schreck mentioned that the Region is kicking off training sessions beginning September 12. This first training session is in four parts and attendance is required at all four parts in order to get credit.

October 18 is the Trustee Workshop. All trustees are encouraged to go. Registration is due by October 12.

The MOE agreement is circulating.

The Director's Survey will be done this month.

Core Competency Training has been completed by Williams and Gulden.

County Liaison Report: No report.

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

Budget and Finance: Meeting immediately after this meeting.

By-laws and Policy Development: Thomason will be providing some revisions to the manual. Dorsey commented that she would like to change the "inclement weather policy" for Lenoir City to mimic that of Tellico Village. Thomason said all suggested revisions should be sent to her.

Community Outreach: Along with Thomason and Dorsey, Waldmann created a report to explain the Storybook Trail project to the County Finance Department. It is hoped that Anita Wells will be the head of the project.

Everything seems to be in place to begin the project.

Waldmann thanked those who worked the Riverfest. Gulden began a discussion about coming up with promotional materials to have for our outreach events.

Nominating Committee: No Report.

Personnel Committee: Hall has been visiting the libraries to get a feel for their operations and needs.

Monthly Data Reports: It was suggested that we change to quarterly reports. Waldmann moved “to change to a quarterly format.” Hall seconded. Motion carried. Thomason asked that the first quarterly report be submitted in November. Reports will then be due January, May, August. Waldmann suggested that the board be taught how to read these reports at the November meeting. Directors should send copies of these quarterly reports to board members prior to the above mentioned meetings.

Directors Reports: Reports attached.

Guldan: Reported submitted. Used book sale was very successful.

Dorsey: Report submitted. She has ordered a green house for the children’s area.

Clabough: Report submitted. Thomason read the report in Clabough’s absence.

Williams: Report submitted. He is busy spending money from the Pettway Grant to expand the collections.

DeForest: Report submitted. The TV library has been completely rewired for wi-fi and computer needs. Since e-books demand has really taken off, she is purchasing e-books with her grant money. She is looking into the possibility of “hot spots.”

Discussion of Goals: Thomason discussed the attached handouts. She emphasized the need to add staffing and encouraged trustees to go to their funding/ city sources to build awareness of their library’s activities. This request does not include asking for additional funds. The budget committee will make all such requests. She would like for trustees to consider attending the County Commissioner meetings once during the year. The commissioners meet 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.

Patron Behavior Policy: A copy of the proposed policy is attached. Discussion was had about this policy. Schreck offered to share the Regional guidelines with the Board. Hall moved “to table adoption of this policy until after the Board has a chance to review the Region guidelines.” Page seconded. Motion carried.

Dorsey would like to close the Lenoir City Library for four days in November in order to do a complete inventory. She noted that such an inventory has never been done in that library. Waldman moved to

“allow a maximum of four days closure for Lenoir City Library to complete an inventory.” Hall seconded. Passed.

Discussion of Goals: See attached. Thomason reviewed the goals she has set for the Board. She stated that additional staffing hours is a primary goal.

She would like each of the trustees to attend at least one County Commissioner meeting to represent his/her individual library as well as the Board. She would like to be informed about which meeting the trustee chooses to attend.

Next Meeting: 5:00, November 10, Loudon Public Library.

Adjournment: 6:15.

Respectfully submitted,

Sandra Jorgensen, Secretary

Attachments:

Agenda

Treasurer's Report

Director' s Reports

Patron Behavior Policy

LCLB Goals for 2022-2023 Primary Goals

Additional Goals to Consider