

Loudon County Library Board of Trustee Meeting

Regular Meeting Minutes

January 12, 2023

Lenoir City Library

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

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

Directors: Liz Clabough, Carol DeForest, Susan Dorsey, Martha Guldan, Mark Williams, ORRL Director, Liz Schreck.

Absent: Trustees Pauline Barbour, excused, Styer, excused.

Agenda: Approved with no additions.

Minutes: Hall moved to accept the minutes of the November 10, 2022 meeting. Hart seconded. Motion carried.

Ocoee River Regional Library Report: Report submitted. Director Schreck discussed the many upcoming training sessions. She reminded directors that the budgeting process for 2023 will soon be underway. A Trustee Certification Challenge has been issued with the hope that all trustees will complete the certification during their first year of service. This certification of trustees is an important factor in the grant application process. February 4th is "Take Your Child to the Library Day." The Cleveland Library is celebrating 100 years in existence.

Thomason reminded Directors of our goal to invite County Commissioners to upcoming library events.

County Liaison Report: No report.

Standing Committee Reports:

Personnel Policy revision: Thomason called attention to the hand out (see attached) noting that Section 5 A cannot be changed. She discussed revisions made under "Clarification of Employees." She added that these revisions were

made in an attempt to bolster the budget committee's request to be able to hire more people for support staff positions. The priority in the upcoming budget request is the addition of more staff hours

Budget and Finance: Page submitted the budget request that has been sent to the County. Dorsey asked that this request be retracted, as she felt it was not in the best interest of the Lenoir City Library with reference to pay. Considerable discussion ensued. Hall moved that "the proposal be retracted and that the trustees call a meeting to rework the proposal." Seconded by Hart. Motion carried 5 to 2. Thomason will try to set up a meeting as soon as possible.

By-Laws and Policy Development: Thomason reviewed the new County Grant Process and summarized its contents. See attached. The Board will now have to approve all grant applications. Discussion ensued. Waldmann moved "The board approve the library directors to apply for Pettway Grants in 2023." Seconded by Benefield. Motion carried.

Community Outreach: Waldmann thanked Dorsey for stepping up as County employee member for the Storybook trail. Things are progressing. The Loudon High School construction class is building the frames for the project.

Nominating Committee: Page asked all Directors to be thinking of candidates to submit for consideration for filling the two Trustee vacancies next year. One vacancy is for Loudon, the second a member at large. Names will be needed ASAP, as the committee would like to begin the interview process. She also asked the Trustees to think about stepping into an executive position, such as chair, treasurer, secretary. Submit names to Page and Styer.

Personnel: Hall is working on Director evaluations. She has contacted trustees to help with the evaluation in each library. She will be meeting with her committee to discuss the process. Evaluations will be face to face this year. Thomason commented that the evaluation process has been in limbo since it was put together. Because of COVID it has only been used once. She would like feedback on the process from the Directors. She read some of the results of the last evaluation, commenting on what goals have been met and what still needs to be achieved.

Page reported that the McNaughton bill payment is still being negotiated and as soon as Tracy gets back to her, she will notify Directors of how it will be handles.

Directors Reports: Reports attached.

Thomason congratulated each director for the great job that has been done.

Next Meeting: Thursday, March 9, 2023, 5:00 Lenoir City Library.

Adjournment: 6:15

Respectfully submitted,

Sandra Jorgensen, Secretary

Attachments:

Agenda

Loudon County Grant Process

Personnel Policy

Clarification of Employees

Director' s Reports

Quarterly Data Reports

Budget Request