

Minutes for the Madisonville Public Library Board Meeting
August 8, 2023

Members Present: Janet Tweed, Kelly Robinson, Donna Sovern, Betsy Moore, Jan Johnson, Kim Townson,

Also present: Liz Schreck, Regional Library Director, Kim Hicks, Madisonville Library Director

Janet called the meeting to order at 4:00 pm. She made a motion to add two items to the agenda (Social Media Policy and Christmas Bonus Formula) as we did not have a quorum for the May Meeting. Donna seconded the motion and it was approved.

The minutes of the two previous meetings of March 14th and May 16th 2023 were reviewed. Kelly made a motion to approve the March meeting minutes, and Jan seconded. Jan made a motion to accept the May minutes and Betsy seconded. Both sets of minutes were approved and can now be posted on the website.

Alfred was unable to attend the meeting so Kim Hicks provided the financial reports:

- Year end report for 2022-2023
- Year end report for 2022-2023 that indicated the percentage spent in each category.
- Starting budget report for 2023-2024

Kim Hicks presented the Library Directors report:

- Jane Yates, our representative on the County Library Board has resigned. A replacement will need to be recommended by the Board. Several names were discussed and contact will be made to see if these individuals are interested.
- 2022-2023 circulation numbers are comparable to pre-covid stats.
- Infographic sheet provided that breaks down all the numbers.
- Received a few grants recently that will enable us to continue offering classes and programs during the next fiscal year. Fall class schedule is set.
- The Tellico Community grant (East Tennessee Foundation) has been funded for \$4,000. Will be used to purchase children's books for the outreach programs.
- Replacing the monthly family game day, which was not well attended, with an art or sewing class for kids.
- Margaret has resigned. Debate about whether to replace her now that the library will be slowing down, due to the start of the school year. Can be revisited later.
- No increase received from the City or County for 2023-2024. We will be dipping into reserved funds to pay the bills to compensate for the substantial shortfall in the current fiscal year.

Regional Library Report presented by Liz Schreck:

- Upcoming Training
 - For the Sake of Great Customer Service (for Library Directors and Staff) on August 17th
 - E-Rate Category 2 FAQs on September 5th
 - 2023 Trustee Workshop on September 28th
- Discussed Continuing Education Guidelines, Trustee Certification and Tennessee Public Library Management Institute.
- 2023-2024 training calendar was provided.
- Regional READS totals were provided.
- The new State of Tennessee/Department of State Public Library Service Agreement was shared. Most items are already being done under best practices but we will need to ensure we are compliant.
- Reviewed the Tennessee Regional Library Collection Development and Internet Safety Policy Minimum Requirements document.

- We will need to review and update our Policies to reflect the changes. This item will be voted upon at our Board meeting in September.

Friends of Library Update presented by Jan Johnson:

- First meeting was held on July 26th with 11 in attendance.
- Moving along on Craft Fair Fundraiser for September 29th and 30th. Several patrons and local vendors are donating items.
- Jan continues to work with Jeremy Harrill to see if a fall golf tournament is feasible
- Janet wrote a grant for ORNL for Friends of the Library, that is specifically for purchasing books.

Old Business:

- The Bank signature card has been updated to include all officers and remove previous officers.

New Business:

- City and County appropriations were discussed and adjustments of the shortfalls were made where necessary.
- The Social Media Policy was distributed and discussed. Kim T. made a motion to accept, Jan seconded and the Policy was approved
- The Christmas bonus formula was distributed and discussed:
 - Takes into account years of service and the number of hours worked per week.
 - It was agreed that it was a good formula.
 - Additional discussion regarding the base amounts.
 - Donna made a motion to accept, Jan seconded and Formula was approved

The next meeting will be held on September 12, 2023 at 4:00 pm in the Library. Meeting adjourned at 5:25 pm.

These minutes were taken and respectively submitted by Donna Sovern on August 11, 2023.