

**McMinn County Library Board**  
**July 22, 2019**

The McMinn County Library Board met on July 22, 2019, at the EG Fisher Public Library in the Varanow Community Room at 6:00 P.M.

In attendance: Robert Sherwood, Lynn Perkinson, Tim Womac, Everett Gillespie, Tyler Forrest, Robin Arms, and Liz Shreck.

A quorum was met.

**Call to Order**

Chairman Sherwood, presiding, called the meeting to order.

**Approval of Minutes**

A motion was made by Tyler forest to accept the minutes of May13, 2019. A second was provided by Robin Arms

**Announcement of New Members**

Robert announced the new board members. Though they were not present, the following members have been approved: Mickey Blevins, Patricia Ekiss, and Maggie Hoffman.

**Bi-Monthly and MOE Reports**

**Treasurer's Report:**

Tim has noticed that some of the numbers on the Statement of Revenues appear to be incorrect. He suspects that McMinn County Funds may have been mistakenly put under Friends of the Library line item. He also has noticed that the \$11,000 draw down from September 10, 2018 is not showing. Money for payroll was supposed to be returned to Simmons Bank in January, 2019, though he does not see where that has occurred. He has also noticed an increase in the phone and health insurance. Tim will talk to the accountant and Katey about this and will make the necessary corrections.

**Library Reports**

Calhoun: Robert Sherwood reported that Calhoun's River Days and the History Walk were both a big success.

EGFPL: Robert Sherwood announced the Book Launch Party for Scout on July 23 at 1pm. See packet sent by Katie

**Etowah:** Robin Arms reported that the new front door has arrived from the supplier. It is being painted and will be installed in the next few weeks. They are in the process of finishing the backup digitized copies of the Etowah Enterprise Newspaper.

**Niota:** No report

**Englewood:** No report

**ORRL:** See handouts. There is a new director for TRLS, Bessie Davis. There are two STEM kits available for the member libraries to use in their programming efforts throughout the year. Contact ORRL to reserve a kit.

### **Old Business**

**Budget Review:**

This was tabled until Tim can talk to our accountant to get the discrepancies worked out.

**Evaluation Committee:**

Evaluation results were discussed. A set of goals will be made for the librarian, Katie Brady, for the upcoming year.

**Infrastructure Discussion:**

Liz Shreck stated that McMinn County is on the lower end of growth for MOE. She said that she would send digital copies of MOE historical data to the board. Tyler Forrest pointed out that now would be a good time to start working on an increase.

The library receives \$3,600 from the city of Athens for capital expenses. Tim Womac recommended that this be spent on one big project, and this would make it easier to track the capital funds expenditure.

Tyler Forrest will ask Katie Brady to put together a plan for AC replacement and bathroom redo.

### **New Business:**

There was no new business.

### **Chair's Talking Points:**

Contact politicians at all levels of government with regard to public libraries and budgets.

### **Adjourn:**

Motion to adjourn was made by Tyler Forrest. Motion was seconded by Tim Womac. The motion passed without discussion

The next meeting will be held on Monday, September 23, 2019.

Respectfully submitted,  
Robin Arms, secretary  
MCLB

**McMinn County Library Board**  
**September 23, 2019**

The McMinn County Library Board met on September 23, 2019 at the EG Fisher Public Library in the Varanow Community Room at 6:00 pm.

In attendance: Robert Sherwood, Tim Womac, Robin Arms, Patricia Eikiss, Everett Gillespie, Tyler Forrest, Liz Shreck, and Katey Brady

**Call to Order:**

Chairman Sherwood, presiding, called the meeting to order.

**Approval of Minutes:**

A motion was made by Tyler Forrest to accept the minutes of July 22, 2019. A second was provided by Everett Gillespie.

**Bi-Monthly and MOE Reports:**

**Treasurer's Report:**

Tim Womac, treasurer, confirmed with the accountant that the credits for Friends of the Library and McMinn County were put on the wrong lines of the income statement. These were corrected.

There is an increase in the cost of health insurance. This is due to more employees utilizing the employee health benefits.

There was<sup>1</sup>16,600 drawn from the investment account and transferred to General Funds. This included \$1,660 for HVAC repair on, and 2 payrolls and TCRS for \$15,000. ( See Note from Treasurer)

We are currently unsustainable with our income when the increases in health insurance and retirement is included.

Tim suggested that a capital improvement project for \$2,000 be found.

Discussion was held on ways to increase MOEs. Liz Shreck suggested that the board talk to local officials and invite them to the library so they can realize the usage of the library.

Robert urged all members to be thinking of ways to raise funds for the library.

**Library Reports:**

**Calhoun:**

Robert reported that the Calhoun Library is becoming a hub of the town and is being utilized more.

**EGFL:**

See Packet submitted by Katie Brady.

Three auditor proposals were submitted. Tyler Forrest will look into them to see which one is the best deal.

It was decided that the way the Pergola in the Wetlands is handled will stay as is.

The board decided to allow the library to have a Paypal button on the website for donations.

Englewood:  
No Report

Etowah:

Robin Arms reported that the new doors have been installed. The library is working with Mt View School to promote E-Cards and to give students access to E-books.

Niota:

Patricia Eikiss reported that the library was having issues with books not being returned. It was suggested that they be referred to the regional library on how to collect the fines.

ORRL:

Liz Shreck gave out standards reports. The Summer Reading Program seminar will be in October. She once again reminded all board members that they needed to receive the Trustee Certification.

**Old Business:**

Tyler Forrest found out that our clerks are paid just below what seasonal employees in Athens are paid. He is going to put together a funding proposal.

Katey's evaluation discussion was tabled until November.

**New Business:**

Congratulations to Katey Brady on the announcement of her pregnancy.

Tim Womac and Patricia Eikiss were placed on a policy committee to write up policies on the following: maternity policy; community room usage; signing of checks as per audit.

**Chair's Talking Points:**

Pictures from the Book Ball are in the Daily Post Athenian. Keep Lynn Perkinson, who is under the weather, in our thoughts. Trustee Certification is very important. The more trustees who are certified, the better it is for all of the libraries. Liz is willing to register for those who need to be registered. We are back in crisis mode for funding. Reach out to politicians for help in solving our financial issues

**Adjourn:**

Robin Arms moved, and Tyler Forrest seconded a motion to adjourn. The motion passed without discussion.

The next meeting will be Monday, November 25, 2019.

Respectfully Submitted,  
Robin Arms, secretary  
MCLB

**McMinn County Library Board**  
**November 25, 2019**

The McMinn County Library Board met on November 25, 2019 at the E.G. Fisher Library in the Varanow Community room at 6:00 pm.

In attendance: Robert Sherwood, Tim Womac, Robin Arms, Tyler Forrest, Mickey Blevins, Patricia Ekiss, Lynn Perkinson, Maggie Hoffman, and Katie Brady.

**Call to Order:** Chairman Sherwood, presiding, called the meeting to order.

**Approval of Minutes :**

After corrections were made to the September 23 minutes, which included the correct spelling of two board members names and the addition of a dollar sign, Tyler Forrest moved to approve the minutes. A second was made by Patricia Ekiss.

**Bimonthly and MOE Reports:**

Tim Womac, treasurer, reported that there were no draw downs this past quarter. He also explained the importance of the MOE (Maintenance of Effort) and how McMinn County's contribution is divided among the libraries.

(Statement of Revenue and Expenses attached)

**Library Reports:**

Calhoun: Robert reported that 800 people utilized the library this past quarter.

EGFL: Katie presented the first quarter summary (See attached packet).

All 19 desktop computers will be able to be replaced due to the combination of a grant and the Friends of the Library fundraiser. The EGFL Website is temporarily down, however a verso link is connected to Facebook for those who need to do book look-up.

Katie requested a Bed Bug Policy to be written by the board. For the time being it will be:

- 1) Cost of books will be waived
  - 2) Patron will not be allowed to check out books again until proof of deinfestation is shown.
- There is an extra desk that Katie would like to sell. Tim Womac made a motion for the desk to be put on surplus. Mickey Blevins seconded it. Motion passed.

As per the old accounts of lost books: Tyler Forrest recommended that we look to a collection agency to collect what we can, and to write off the rest.

In lieu of a Christmas Party this year, it was recommended that the volunteers be sent thank you cards.

Englewood: Maggie Hoffman reported that a new assistant has been hired, they have had 268 patrons, and have collected \$64.30 in fines.

Etowah: Robin reported that the Etowah Library website has been updated. Librarian, Lara Croft, completed the Library Management Institute Program with TSLA.

Niota: Patricia Ekiss reported that programs have been put together to try and attract women to the library, but have not been successful. It was recommended that the library utilize social

media to advertise their upcoming programs and events. They had 20 patrons and 54% of checkouts were DVD's.

ORRL:

Tim Womac reported for Liz Shreck. He encouraged board members to sign up for Trustee Certification. The ORRL will make sure that employees get the Continuing Education Credits that is now required by the state.

Old Business:

Maultin and Jenkins voted in to conduct the next audit.

Budget: Robert reiterated the importance of not drawing down the trust account for payroll.

Infrastructure: Spent \$1,000 in Capital funds on HVAC system.

Friends would like to hold another Book Ball for a fundraiser

Final audit review will be at the next meeting. Katie has fixed the problems in the audit findings.

Robin Arms made a motion that the bank account be made with Robert Sherwood's name as an "or" signer on checks. This is in preparation for Katie's maternity leave so the bills will still be paid. Tim Womac seconded. Motion passed without discussion

**Chair's Talking Points:**

Continue to support your local libraries.

We need to be thinking of alternate funding.

There will be no end of year donation letter this year.

Adjourn:

Robin Arms moved and Tyler Forest seconded a motion to adjourn

The next meeting will be January 27, 2020.

**McMinn County Library Board**  
**January 27, 2020**

The McMinn County Library Board met on January 27, 2019 at the E.G.Fisher Library in the Varanow Community room at 6:00 pm.

**In attendance:** Robert Sherwood, Tim Womac, Mickey Blevins. Patricia Ekiss, Tyler Forrest, Mary Tickle, Everettt Gillespie, Katie Brady, and Liz Shreck

**Call to order:** Chairman Sherwood, presiding, called the meeting to order.

**Approval of Minutes:** Robin Arms was absent, so there were no minutes to approve.

**Bimonthly and MOE Reports:**

Tim Womac, treasurer, presented the letters for the 3rd quarter And went over the monthly finance report. Robert Sherwood made a motion to accept the report and Patricia Ekiss accepted. Motion carried.

**Library Reports:**

**Calhoun:** Mary Tickle reported that they had people wanting to check out books from various counties. They are charging \$5 for non CHarleson/Calhoun residents.

**EG Fisher:** Katie Brady reported that EG Fisher currently has five clerks. She would like to adjust figures to add two more clerks.

They are designating computers to be Census Computers to give people extra time to complete the forms.

Tyler Forrest presented the 2021 Budget Request, clarifying the proposed Recurring Revenue, and the outdated EG Fisher Endowment

**Englewood:** Robert Sherwood shared circulation figures

**Etowah:** Tim Womac reported for Robin Arms that Afterschool Meals are served from 4-4:30. Lara Crockett - Etowah's Librarian- graduated from the Public Library Management Institute.

**Niota:** Patricia Eikiss shared circulation reports, talked about increasing Facebook presence and that the FOL is helping out. They are getting ready for the unveiling of the mural and celebration of Harry T. Burn to celebrate Woman's Suffrage.

**ORRL:** Liz Shreck discussed Reads 4 and Trustee Workshops. There is a possible restructuring of them in 2021.

**Old Business:**

Patricial gave a report on how to handle bed bugs. It was decided to make infestation policy separate policy from circulation.

Discussion was held on whether the following Paragraph from Wilson Public Library's policy could be inserted into EG Fisher's:

Item damage is determined at the discretion of the Library Director and/or Circulation Manager. All library items determined or suspected to be impacted specifically by pest infestations will be treated as damaged items under the library's Circulation Policy and will either be treated or discarded at the Library Director's discretion. Any material returned by a patron which shows evidence of live or dead bugs will result in immediate suspension of Library privileges for that patron and any patrons in the same residence. Suspension will be lifted after the patron presents proof that the residence has been successfully treated for and eradicated of the bugs in question by a licensed and accredited pest control company.

Robert Sherwood made a motion and Tyler Forrest seconded for it to be inserted into EG Fisher's policy. Motion passed unanimously. Katie will make the needed additions to the website.

Tim Womac went over the final results of the Library Director's evaluation

Tyler Forrest reported that the audit situation looks good. Patricia Eikiss made a motion that we accept the audit findings as reported on page 20 of the Audit Report. Tim Womac seconded Motion carried.

The discussion of the Foundation was tabled to allow time for the board to read the information that Liz Shreck shared. Mickey Blevins told Tim Womac that he should get input from Tracy Gartman due to her experience with the McMinn County Education Foundation. Discussion on a Charter, bylaws, 501c(3), and formation of separate board was tabled as well.

**Chair's Talking Points:**

Remember to be in touch with your local politicians.

**Adjourn:**

Tyler Forrest moved and Tim Womac seconded a motion to adjourn.

The next meeting will be March 23, 2019.

**McMinn County Library Board**  
**May 18, 2020**

The McMinn County Library Board met on May 18, 2020 at 6pm. The meeting was held virtually, as per Governor Lee's executive order, due to the COVID-19 Pandemic.

**In attendance:** Robert Sherwood, Tim Womac, Tyler Forrest, Robin Arms, Lynn Perkinson, Patricia Ekiss, Maggie Hoffman. Mickey Blevins, Liz Shreck

**Approval of Minutes:** The minutes from the November 25, 2019 and January 27, 2020 meetings were presented and approved by voice vote.

**Announcement:** Robert announced that the director of E.G. Fisher, Katie Brady, had a baby girl and all is well with both Mom and daughter.

**ORRL Report:** Liz Shreck stated that she is working with all libraries in applying for the CARES Grant that was issued for COVID-19 and a Tech Grant.

**Niota Library Closure:** Liz announced that the city of Niota had voted to permanently close their library. Treasurer Tim Womac shared the following statistics and thoughts.

**Niota's 4<sup>th</sup> Quarter Check**

Niota's 4<sup>th</sup> quarter check was for \$1,712.16. He proposed that the amount be divided up equally between the remaining 4 libraries, with each library receiving \$428.04. This would assist them in the purchase of more cleaning supplies or other mitigation strategies that they may need due to the pandemic.

**Niota's Yearly Money**

As of now, Niota receives \$2,000 in base money and \$4,848.64 in population money.

This was my proposal concerning those funds going forward:

1. The \$2,000 base money is to be divided evenly between the four libraries. Each library would receive an extra \$500 for the year (\$125 per quarter)
2. The \$4,848.64 is population money. The Niota population have two fine choices for library services. They can head north on Highway 11 and visit the Sweetwater Public Library, which is not in McMinn County, or they can head south on Highway 11 and visit the E.G. Fisher Public Library. Accordingly, he recommended that the \$4,848.64 population money be allotted to E.G. Fisher Public Library so they may serve the Niota Community.

Tim Womac made a motion that the 4th quarter MOE be equally divided among the remaining libraries and that starting next fiscal year Niota's Base money would be divided equally among the 4 remaining libraries with their population money being allotted to EG Fisher, so that they can serve the Niota community. Robin Arms seconded. The motion passed by voice vote.



**Budget Committee:** Tyler Forrest stated that he was still meeting with John Gentry and Seth Sumner. He is hoping that in the Fall we can get a grasp on what effect the Pandemic has had on the economy.

**Reopening Challenges:** Since the E.G. Fisher Library has been closed from the middle of March due to the Pandemic, discussion was held on how to start the process of reopening. The library has a total staff of 9, however, 1 has resigned, 1 is on maternity leave, and 2 are not comfortable working in the COVID environment. Lynn Perkinson was concerned that the staff needed to be properly trained on all of the issues concerning the public and that all of the PPE that had been ordered was in.

Robert Sherwood took the lead on making sure that the library was prepared with training and PPE. He also will build plexiglass shields to place on the counter to provide extra protection for the staff.

There is a plan in place for curbside service. It was decided that curbside service would start on June 1. There will be a 5 day isolation period for returned books before they are checked in and all late fees will be waived for the time being. Robert will also check on the filtration system for the quarantine room and make sure that the filters are new. It was decided that employees do not need to be COVID tested before returning to work, but will have their temperature checked daily. Lynn said that the City of Athens has ordered 3 no touch thermometers for the library.

**Election of Officers:** The following slate of officers was presented to the board from committee to be voted in for the next year starting July 1, 2020 :

Tyler Forrest - Chairman

Robert Sherwood - Vice Chairman

Robin Arms - Secretary

Tim Womac - Treasurer

A voice vote was held and the slate was voted in unanimously.

**Other Business:** Patricia Ekiss said that she would like to send a letter to the Niota Library patrons to let them know that they will now have to go through EG Fisher in order to access R.E.A.D.S.

Liz stated that there is a virtual Summer Reading Program that the state purchased and that the libraries had access to use it.

There was a question of what to do with those who do not or can not work with the public because of COVID. Our library is not big enough to be required by law to provide FMLA. Tyler said that we may want to reach out to a HR professional

**Adjourn:** Maggie Hoffman moved and Patricia Ekiss seconded a motion to adjourn.

The next meeting will be July 27,2020 at 6 pm.

