

McMinn County Library Board

January 23, 2012

The McMinn County Library Board met for a regularly scheduled meeting on January 23, 2012 at E. G. Fisher Public Library. Board members present included Charles Senn, Lois Preece, Jordan Curtis, Cindy Duncan, Marilyn Joiner, Debra Jones. Others present included Beth Mercer, Julie Forkner, Tammy Fairman, and Roxanne Carman. Guests were Shawn Lindsey and Richard Rutledge.

Charles Senn presiding called the meeting to order.

Cindy Duncan moved to accept the minutes of the December 19 meeting.

Jordan Curtis seconded.

The minutes of the December 19 meeting were accepted.

Shawn Lindsey, from the City of Athens Public Works Department, explained the work planned for the stabilization of the Oostanaula Creek bed and the need for the Land Use Restriction document. Shawn explained how the creek bed would be stabilized and how the area would be replanted. He also explained that the Land Use Restriction document is needed in order to satisfy the requirements of TDEC in order to secure the needed conservation mitigation credits that will pay for the project. Lindsey stated that the City of Athens will be responsible for maintaining the wetlands for the next 5 to 10 years.

Lois Preece moved to grant the Land Use Restriction to the City of Athens pending approval from attorney Bill Biddle.

Jordan Curtis seconded.

Motion passed.

Julie Forkner distributed two documents – one showing the budget vs actual spending for E. G. Fisher Public Library for the months of November and December and one showing the income and expenditures of all five libraries for November and December.

Debra Jones moved to accept the E. G. Fisher Financial report.

Marilyn Joiner seconded.

Motion passed.

Lois Preece explained that the figures for Niota have been adjusted to correct a previous error and now accurately represent the Niota income.

Jordan Curtis moved to accept the bi-monthly report.

Cindy Duncan seconded.

Motion passed.

Library Reports:

Calhoun: Roxanne Carman reported that things in Calhoun continue to improve. The Calhoun Public Library staff is continuing to enter their collection into the Library World database.

Etowah: Debra Jones reported that Etowah is continuing to update its by-laws and has two new members on its advisory board. The computer classes went well, and they are looking forward to another round of classes. The focus for the Etowah library is how to make the building handicap accessible. As a historical building, renovations are limited to Historical Society guidelines. They are currently searching for grants that will help cover the costs of the needed renovations. The Etowah library has new road signs pointing to the library. The library staff is starting weekly story sessions with the local Head Start and pre-k classes. The library will offer refreshments for Library Lovers month in February. The library has also joined the Bi-Lo Boosters program. The Etowah library offered to host the March meeting.

Englewood – No representative.

Niota – Tammy Fairman reported that things are going well in Niota. Traffic is up and the library is often full of people using Wi-Fi. The computer classes went well, and they are busy helping people with resumes and job searching every day. The FOL purchased a new book shelf. The library is in the process of applying for E-rate. The new library sign is generating traffic. 95% of the Library's collection has been entered into Library World.

E. G. Fisher – Julie Forkner reported that the roof in the Children's Tower continues to leak. She has begun the process of asking for bids from local roofers and will pursue a permanent fix for the tower roof. The computer classes are beginning again after the holidays – classes are scheduled at E. G. Fisher, Etowah and Niota.

Ft Loudoun – Beth Mercer reported from the Fort Loudoun Regional Library. The first round of library allocations and purchasing are almost complete. Ft. Loudoun is working to get all regional libraries the ability to place online orders by July 1. There will be an in-service with a Baker and Taylor representative to explain online ordering on February 8 at the Ft. Loudoun office. There will be a van taking librarians to Brentwood for the Summer Reading Program conference on February 2. READS usage continues to go up. There will be an in-service on March 8 about the changing role of libraries in relation to e-readers and other electronic media. The TLA conference is in Knoxville this year on March 21-23. The annual Data Collection survey has been completed. Beth Mercer also distributed information about the Career Coach, a mobile service offered through the Career Center that will come to the library and help people with resume creation and job searches.

Old Business: Charles Senn reported on his presentation to the County Commission on January 16 on the state of the allocation of county monies. He urged everyone to contact their individual Commissioner to advocate for library funding.

New Business: No new business.

The next meeting will take place on Tuesday March 27 at the Etowah Carnegie Library at 5:30.

Meeting adjourned.

## McMinn County Library Board

March 27, 2012

The McMinn County Library Board met for a regularly scheduled meeting on March 27, 2012 at the Etowah Carnegie Public Library. Members present were Charlie Senn, Butch Carman, Lois Preece, Marilyn Joiner, Debra Jones, Shelley Griffith, Jordan Curtis, and Cindy Duncan. Librarians present were Lorrie Waters, Roxanne Carman, Julie Forkner, Sandra Brakebill, and Beth Mercer. Guests were Durant Tullock.

Charlie Senn, presiding, called the meeting to order.

The minutes from the January 23 meeting were distributed. Jordan Curtis moved to accept the minutes. Debra Jones seconded. Motion passed. Minutes were accepted as written.

Julie Forkner distributed two documents. One showing each library's spending for the months of January and February, and one showing each city's library expenditures as compared to the Maintenance of Effort agreement. Jordan Curtis moved to accept the financial reports. Lois Preece seconded. The motion passed to accept the financial reports.

### Library Updates:

**Calhoun:** Roxanne Carman reported that they are still working on getting the library's holdings uploaded in to Library World. They need to replace one public access computer that is no longer working. They have eight programs planned for the months of April and May. They are planning a first Summer Reading Program.

**Englewood:** No representative.

**Etowah:** Etowah reported that they have completed updating their policy and procedure manual. They are applying for a grant to help fund their Summer Reading Program and plan to include Kindle reading as counting towards SRP reading totals. They will hold a book sale in May to help pay for a new carpet in the children's room. They will be showing the documentary Green Fire for National Library Week on April 10 at the GEM theatre.

**Niota:** New librarian Sandra Brakebill introduced herself. Sandra reported that she is busy learning how to do reports and is working on getting her collection uploaded to Library World.

**E. G. Fisher:** Julie Forkner distributed the financial report for E. G. Fisher Public Library. She noted that although the way the county allocation is being reported is now correct, the yearly totals are still skewed because of the previous entries. The County allocation tracking will be ready to go in the new fiscal year.

Jordan Curtis moved to accept the financial report for E. G. Fisher Public Library. Lois Preece seconded. The motion passed.

**Ft. Loudoun Regional Library:** Beth Mercer reported on the state of the Ft Loudoun Regional Library. She announced that LSTA grants have been awarded and that the money should arrive at individual libraries in late March or early April. She announced free webinars being offered by the Tennessee State

Library and Archives. She encouraged people to attend the webinars, make use of the TSLA libguides website, and to use the Ft Loudoun Wiki page for library resources for trustees and directors. Beth also announced that Ft Loudoun has been selected to act as a hub for Firefly, the statewide courier service. Beth also announced that the Network Services Coordinators have noticed an increase in malware attacks on computers in public libraries, on both public and staff machines. The virus is in Java and Adobe Acrobat readers. The recommended prevention is download the current version 6 update 31 of Java, current Version X 10.1.2 of Adobe Acrobat Reader and the current version 11.1.102.63 of Adobe Flash. Lastly, Beth encouraged everyone to explore, learn and use the materials available on LearningExpress Library and all the TEL databases.

**Old Business:** none

**New Business:** Julie Forkner announced that budget requests are due to the county soon. She asked each library to have their individual budget requests submitted to Julie by April 10 in order to have time to consolidate all requests into one report. Charlie Senn stated that, as in all years, the directions from the county stated not to ask for an increase. Charlie advised asking for an increase if it is needed as long as a line item justification is included.

Butch Carman stated that he had met with County Mayor John Gentry and some of the county commission. The feedback he received from the county representatives was against allowing the Fisher Trust to be drawn down. Carman stated that he thought that the past decision to use what has historically been known as the Fisher Trust to fund library operations was a bad decision. He moved that E. G. Fisher no longer be allowed to use money from the Fisher Trust to operate the library and asked for a roll call vote. Discussion ensued.

Concern was expressed that presentations to the County Commission were not in keeping with the wishes of the Formula Committee of the Library Board. Charlie Senn explained that he made his presentation to the County Commission, advocating for a census-driven formula, at the request of the mayor and did not intend to go against the Committee's wishes. Carman stated that a change in the formula for county allocation would have significant impact on the Calhoun Library forcing that library to significantly reduce operating hours and perhaps staff positions. Others expressed that not changing the county allocation would have just as drastic effects for other libraries in the county. Julie Forkner pointed out that the proposed change in allocation would benefit more libraries than just E. G. Fisher – Niota would also benefit from distributing the money on a census-driven basis, as would others. Jordan Curtis stated that trust funds are not designed to last forever, that all funds have a life-span. Shelly Griffith noted that it has never been part of Library Board business for one library to dictate the spending of another library.

A roll call vote ensued on the motion to disallow E. G. Fisher Public Library from using the monies historically known as the Fisher Trust in order to operate the library.

Butch Carman: yes

Cindy Duncan: yes

Marilyn Joiner: abstain

Charlie Senn: not allowed a vote as chairman unless in case of a tie

Debra Jones: no

Jordan Curtis: no

Shelley Griffith: no

Lois Preece: no  
The motion did not pass.

In other new business, Charlie Senn presented a resolution that would allow E. G. Fisher Public Library to apply for a Clean Energy Tennessee grant. The grant would provide the library matching funds to construct a solar energy mill on the property of the Public Works Department of the City of Athens. The Public Works would donate their work as part of the matching funds. Charlie Senn read the resolution. Butch Carman moved to accept the resolution. Jordan Curtis seconded. The motion passed unanimously.

Marilyn Joiner announced her term on the Regional Library Board was ending and nominated Debra Jones to take her place. Beth Mercer explained the nominations to the Regional Board: Cindy Duncan would continue into a second term and Debra Jones would begin her first term. Butch Carman moved to accept Debra Jones' nomination to the regional board. Shelley Griffith seconded. The motion passed without opposition.

The next meeting was scheduled for June 18 at E. G. Fisher Public Library.

Meeting adjourned.



McMinn County Library Board  
June 27, 2012

The McMinn County Library Board met for a re-scheduled meeting of a regularly scheduled board meeting on June 27, 2012 at E. G. Fisher Public Library. Board members present included Marilyn Joiner, Jordan Curtis, Butch Carman, Charlie Senn, and Lois Preece. Librarians present included Beth Mercer, Lorrie Waters, Sandra Brakebill and Julie Forkner.

Charlie Senn, presiding, called the meeting to order.

Julie Forkner distributed the minutes from the previous meeting.

Jordan Curtis moved to accept the minutes.

Butch Carman seconded.

The motion passed unanimously. Minutes were accepted.

Julie Forkner distributed two documents -- one showing the income and expenditures for all five libraries during March and April, and one showing the city and county allocation and expenditures for each library as measured against the MOE agreement. Forkner noted that there was an anomaly in the Etowah numbers that seemed incorrect, but she couldn't find the error. Forkner said she would look into the matter.

Butch Carman moved to accept the report, with the note that the Etowah numbers will be corrected.

Jordan Curtis seconded.

Motion passed unanimously. Reports were accepted conditionally.

#### Library Reports

**Calhoun:** Butch Carman presented a letter from Roxanna Carman announcing her retirement after 26 years of service to the Calhoun Library. Carman reported that the City of Calhoun is not likely to name an interim director for several months. Carman also reported that 95% of Calhoun's collection have been loaded into Library World. Bethany is working on preparing the Summer Reading Program although the City of Calhoun has asked her to hold off on having the program for the time being.

**Englewood:** No representative.

**Etowah:** Marilyn Joiner reported that the Etowah Carnegie Library was received \$2,000 in a grant from Dollar General to purchase e-readers for use in the Summer Reading Program. The library purchased 5 Color Nooks and 5 Kindles Fires. The library has also received a matching 2:1 grant from the Libri Foundation to help build their Juvenile and Young Adult Collections. The Etowah FOL gave \$350 towards the match. The library is still in need of an elevator grant. The book sale in mid-May was successful although traffic seemed down from last year. 80 children have registered for the Summer Reading Program. Donations to support the SRP are down from last year. The teen SRP will take place in July and the Adult SRP will take place in August. The Children's SRP kick-off carnival featured water slides, bouncy houses, face painting and ice cream sundaes from Shoney's.

**Niota:** Sandra Brakebill reported that Niota is hosting both an adult and children's SRP. Programs are being held on Thursdays at 1 throughout June and July. Children's programs include visits to the city mayor's office, the postmaster, community bankers, and city financial officers. A community volunteer has offered to teach Spanish classes for both children and adults. As such, the library has invested in Spanish language materials.

**E. G. Fisher:** Julie Forkner reported that the Summer Reading Program has kicked-off with a carnival on June 14. Over 400 registration packets were distributed. The SRP will last until July 24 with events for both children and young adults. Forkner also reported that the library has received the money from the LSTA tech grant and has ordered 5 new computers to replace existing computers that are aging. Forkner also reported that attendance at the last movie night was 31. The program seems to be a success.

**Ft Loudoun:** Beth Mercer announced that beginning July 1 Ft. Loudoun will be known as Ocoee River Regional Library with new staff positions and job descriptions being implemented at the same time. Firefly, the new courier service among libraries in Tennessee, will begin sometime in the fall, hopefully September. Ocoee River Regional Library will not be a hub as originally thought, but will supply courier bags. Mercer also gave an update on the next ILS system. The end of life on the SirsiDynix server is not until 2014, later than originally thought, giving everyone more time to explore further options. Mercer did explain, however, that the shared broadband costs are an issue independent of the server or next ILS vendor. Those costs are divided among all libraries in the IRIS consortium and are due quarterly.

**Old Business:** Charlie Senn announced that E. G. Fisher was not among those selected to receive a Clean TN Energy Grant.

E. G. Fisher budget: Charlie Senn announced that the City of Athens and McMinn County did not announce their budget intentions in time for a budget for E. G. Fisher to be presented. Butch Carman moved to allow E. G. Fisher to continue operating under the current budget until a new budget could be devised.

Lois Preece seconded.

Motion passed unanimously.

Charlie Senn announced that the City of Athens did grant \$15,000 to E. G. Fisher in one-time funds to be used for capital expenses. McMinn County turned down the budget request from the McMinn County Library Board.

Senn also announced that the E. G. Fisher Advisory Board has approved plans to have Brewer, Fuller and Ingram Architects begin sketching out plans for a possible future expansion.

#### **New Business:**

**Officers and board nominations:** Charlie Senn was nominated to serve as chairman for another year. Butch Carman was nominated to serve as Vice Chair and Lois Preece was nominated to serve as Secretary/Treasurer.

Butch Carman moved to accept the nominations.

Jordan Curtis accepted.

Motion passed unanimously. Officers were elected to server another term.

Beth Mercer advised that the board needs to send a letter to the city and county recommending people to the vacant board positions. Debra Jones will take Marilyn Joiner's place on the Regional Board. She will remain a voting member of the County Board, but her move will leave a vacancy for the Etowah representative to the county board seat.

**County-Wide Library System:** Senn reported that Mitch Moore, city manager for the City of Athens, has asked Beth Mercer and Julie Forkner to explore creating a county-wide library system. As such, they are



bringing the matter for the board's consideration. Carman stated that any discussion of a county wide library system needs to ensure that the cities and county agree to continue funding all libraries in the county.

Butch Carman moved to authorize a study of what it would take to create a county wide library system.

Jordan Curtis seconded.

Motion passed unanimously.

The next meeting was scheduled for July 30 at E. G. Fisher Public Library.

Meeting adjourned.



McMinn County Library Board  
Minutes 7/30/2012

The McMinn County Library Board met for a regularly scheduled meeting on July 30, 2012 at E. G. Fisher Public Library. Board members present were Butch Carman, Charlie Senn, Lois Preece, Cindy Duncan, and Sandy Brewer. Librarians present included Lorie Waters, Kristi Swafford, Sandra Brakebill, Beth Mercer, and Julie Forkner.

Charlie Senn, presiding called the meeting to order.

Julie Forkner distributed the minutes from the June 27 meeting. Butch Carman moved to accept the minutes as presented.

Lois Preece seconded.

Motion passed unanimously. The minutes were accepted as presented.

Julie Forkner distributed three documents – one showing each library's income and expenditures for March and April; one showing the status of each library in regards to the Maintenance of Effort agreement for May and June; and one showing the corrected MOE status for each library for March and April.

Lois Preece moved to accept the financial reports as presented.

Butch Carman seconded.

Motion passed unanimously. The financial reports were accepted.

**Library Reports:**

**Calhoun:** Cindy Duncan reported that the City of Calhoun has decided not to appoint a library director for the time being. In the interim, Kristi Swafford and Bethany Duncan will share the responsibility of running the library. Bethany has been running the Summer Reading Program. The budget is holding steady.

**Englewood:** no representative

**Etowah:** Lorie Waters reported that the teen programming has gone very well. The library offered a nighttime photography class. Jim Caldwell from Overhill Shutterbug framed the pictures which are now on display at community banks and offices. The library is also offering a self-defense class for teens. The budget will remain the same for next year.

**Niota:** Sandra Brakebill reported that the Summer Reading Program went very well with about 30 children registering. They are also in their fourth week of Spanish classes.

**E. G. Fisher Public Library:** Julie Forkner reported that the Summer Reading Program has concluded with over 400 children registering. The Friends of the Library Annual Book Sale had its final day July 29. The total amount raised is not known yet. Forkner also distributed the financial report showing a detailed

profit and loss report for the library for the end of the fiscal year. Forkner noted that the total draw on the Fisher Trust was less than asked for in the budget.

**Ocoee River Regional Library:** Beth Mercer reported that the new changes that came with the Regional reorganization are beginning to take effect. Mercer reported that they will soon be announcing a new Assistant Director for the Ocoee River Region. Mercer also announced that the courier service for Interlibrary Loan will begin in September. The service will run 2 times per week, and is a no-charge service for individual libraries. The first in-service of the newly reorganized regional library will take place August 22. There will be two Trustees Workshops this year – one at King Family Public Library in Sevierville on October 5 and one in Crossville on October 8. All trustees are encouraged to attend. Mercer also distributed the annual READS reports showing usage statistics for the Regional E-book and Audio Download System for each library. Mercer also distributed the annual paperwork – the Library Service Agreement, Library Board Appointees and the Maintenance of Effort Agreement. Julie Forkner will take care of circulating the MOE paperwork.

**New Business:**

Butch Carman reported that Calhoun has elected to close the library on Saturdays. Carman asked Beth Mercer for guidance for proper documentation.

Julie Forkner presented the proposed budget for E. G. Fisher for fiscal year 12-13 for approval by the board.

Butch Carman recommended creating a separate line item for the money the City of Athens has given as one-time money for capital expenses, making the distinction between Maintenance of Effort and one-time expenditures explicit.

Lois Preece moved to accept the budget.

Butch Carman seconded.

Motion passed unanimously. The budget was approved.

**Old Business:**

Charlie Senn reported that the idea of creating a county-wide library system was not well received at the city level in Etowah. In light of such strong opposition, Senn recommended not pursuing a county-wide library system. The board agreed not to pursue the idea.

The next meeting was scheduled for September 24 in Niota at 5:30.

Meeting adjourned.

McMinn County Library Board  
September 24, 2012

The McMinn County Library Board met for a regularly scheduled meeting on September 24, 2012 at the Niota Public Library. Board members present included Charlie Senn, Jordan Curtis, Butch Carman, Cindy Duncan, Debra Jones, Sandra Brewer, and Lois Preece. Librarians present included Bethany Duncan, Sandra Brakebill, Lorie Waters, Beth Mercer, Lauren Long and Julie Forkner.

Charlie Senn, presiding, called the meeting to order.

Julie Forkner distributed documents pertinent to the meeting: agenda, minutes and financial reports.

Butch Carman moved to accept the minutes of the previous meeting.

Sandra Brewer seconded.

Motion passed unanimously. The Minutes were accepted.

Charlie Senn asked board members to review the libraries' bi-monthly financial reports, noting that due to uncontrollable circumstances, there were no numbers from the cities of Niota and Calhoun.

Butch Carman suggested tabling the financial reports until the financial information from Calhoun and Niota could be reported. Board members agreed.

The financial reports were tabled until the next meeting.

#### Library Reports

Calhoun: Cindy Duncan reported that due to the political and financial situation in Calhoun, the library closed for two weeks. It is now open only 11 hours/week. Duncan reported that there are communication problems on the city level and that cash flow is an issue at the moment. She also reported that there is a movement to dissolve the city charter. Butch Carman stated that he did not think Calhoun would meet the Maintenance of Effort agreement this year.

Charlie Senn stated that as far as library business was concerned the Library Board would proceed as normal until Calhoun reaches an official solution.

Butch Carman also reported that the Calhoun Library is now live on Library World. Beth Mercer mentioned that they are the first library in the region to go live with Library World.

Englewood: no representative

Etowah: Debra Jones reported that the Etowah Carnegie Public Library has begun having story times at Miss Rita's Daycare. The library staff has also begun talking to the school media specialist to explore the possibilities of partnering with the schools. The library is planning displays and events for Banned Book Week, Teen Read Week and Veteran's Day. The Friends of the Library is holding a Book and Bake sale on October 6 and is hosting Business After Hours on October 22. They have raised \$550 from the BI-LO Booster Club cards. Rebecca Tedesco is the new children's librarian. The library's goal is to enhance the juvenile collection and services. Lorie will be traveling to the Association for Small and Rural Libraries in Raleigh, NC.

Niota: Sandra Brakebill reported that the library hours have changed although they are still open the same amount of hours. The new hours are 12:30-5:30 M, T, Th, F. They are continuing with the Spanish classes. Computer classes are coming back in October and November. They have applied for E-rate funding as well as an LSTA tech grant.

E. G. Fisher: Julie Forkner reported that the children's and young adult programs are increasing. The library has added, in addition to the regular Preschool and Baby and Me story times, a Lego Club, Reader's Theatre, and a Teen book club. The Teen Advisory Group has grown to 9 members. The Movie Nights are still going well and the library is adding a Children's Matinee on the fourth Saturday of every month at 2 pm. Forkner also reported that the Coexist program that took place on September 20 was a great success. The program went to the ACMS as well as the Justice Center and E. G. Fisher Public Library. There is some discussion of starting a book group at the jail. The library is also planning a Fright Night on October 29. Forkner also noted that the Rural Laptop Computing Grant will be coming to a close in December.

Forkner distributed the E. G. Fisher financial report. Charlie Senn asked board members to review the financial report.

Sandra Brewer moved to accept the report.

Butch Carman seconded.

The motion passed without opposition. The report was accepted.

Ocoee River Regional Library:

Beth Mercer introduced Lauren Long, the Assistant Director of the Ocoee River Regional Library. Lauren comes from Brevard, NC and has many years' experience in the Madison and Transylvania Counties Library Systems working in IT, cataloging and training. Lauren fills a position that has been vacant since June of 2011. They are glad to have her on board.

Mercer also reported that the window is open to apply for LSTA tech grants. The deadline is October 22. The Firefly Courier service should start in November. Be on the lookout for paperwork to complete before the service begins.

It is time to begin collecting data for the annual data collection form. The deadline for submitting statistics is October 31.

Mercer encouraged all libraries to apply for E-rate funding. The application process is starting for FY 2013.

Old Business:

Charlie Senn gave an update on the Solar Panel proposal for E. G. Fisher Public Library. He stated that even though the library did not get the Clean Energy TN grant, there is a possibility that the City of Athens will partner with the library. In the arrangement with the City, the library will pay \$50,000 as part of the city's matching fund obligation. In return, the library will get a 50kw solar mill installed at the Public Works facility. The library will receive an \$8,000 payback for the first five years. In years 6-10, the library will pay the city \$2,000/year making the payback to the library \$6,000/yr. Senn noted that the library will need to work with the Secretary of State to make certain that the money generated from the solar mill is considered separate from the city's MOE obligation. Senn stated that there is no need for action at the moment, because the E. G. Fisher Advisory Board needs to make a recommendation to the MCLB first. He will be in touch over the coming weeks as things progress.

Julie Forkner reported that the MOE numbers from all the cities were in. She distributed the MOE paperwork so that board members could see what each city has appropriated for the coming year. The paperwork still needs to be signed by the county mayor and Charlie Senn.

New Business

There was no new business brought to the table.

The next meeting was set for November 26 at 5:30 pm at E. G. Fisher Public Library.





McMinn County Library Board  
November 26, 2012

The McMinn County Library Board met for a regularly scheduled meeting on November 26, 2012 at E. G. Fisher Public Library. Board members present included Jordan Curtis, Butch Carman, Cindy Duncan, Charlie Senn, Debra Jones, and Shelley Griffith. Librarians present included Lorie Waters, Beth Mercer, Lauren Long, and Julie Forkner. Fred Underdown of the McMinn County Historical Society attended as a guest.

**Minutes:** Julie Forkner distributed the meeting's documents, including the minutes of the September 24 meeting.

Butch Carman moved to accept the minutes as presented.

Debra Jones seconded.

The minutes were accepted.

**Financial Reports:**

The financial reports from July and August were presented, having been tabled from the last meeting.

Butch Carman moved to accept the financial reports as presented.

Jordan Curtis seconded.

The financial reports for July and August were accepted.

The financial reports for September and October were presented.

Butch Carman moved to accept the reports as presented.

Jordan Curtis seconded.

The financial reports were accepted.

**Library Reports:**

**Calhoun** Butch Carman reported from Calhoun. A new group of city commissioners will be sworn in Monday night. There are still some undecided vacancies. Much of Calhoun's government is still in shuffle. Carman does not believe that the library will be closed, but the city still faces significant financial hurdles. Cindy Duncan projects 51% of MOE to be met for the year. Charlie Senn asked Beth Mercer for guidance on MOE procedures in regards to the situation in Calhoun. In Mercer's opinion, since there have been cuts across the board in the City of Calhoun, the effect on MOE would be in good standing for a waiver from the TN State Library.

**Etowah** Debra Jones reported from Etowah. Their yard sale raised \$305 for the library. The library hosted business after hours with 40 in attendance including Representatives Mike Bell and John Forgety. The library hosted two computer classes. The photos from the teen programs are on display. Rebecca Tedesco took a full time job at Cleveland State. Lara Crockett has taken her place as Children's Librarian. The library is designing a survey planned to gauge community perception. They have also acquired free audio books through a grant from ARSL resources. The library continues to hold story times each week at a local preschool instead of in the library in order to reach more children.

**Englewood:** No representative

**Niota:** no representative

**E. G. Fisher Public Library:** Julie Forkner distributed the financial report for E. G. Fisher Public Library showing budget vs actual numbers for the FY to date.

Butch Carman moved to accept the financial report.

Jordan Curtis seconded.

The report was accepted.

Forkner reported that the library had been broken into on two occasions during the weekend of October 19-21. The damage costs were roughly \$440.

The Rural Computing Laptop Grant ends in December. E. G. Fisher provided 332 hours of instruction to 270 people.

Forkner distributed changes to the Community Room rental policy for the board's approval. The changes to the policy accommodate the rental and usage agreement for the large screen TV and the Google Box DVD player.

Jordan Curtis moved to accept the policy change.

Debra Jones seconded.

The policy changes were accepted.

Julie Forkner and Fred Underdown explained that they would like to have the Talk is Cheap tour, with Bill Landry, Sam Venable, Elizabeth Rose and Jim Claborn, as a fundraiser for all five libraries and the historical society. Each library will receive \$2 for each ticket sold as well as an even split of the proceeds.

The event will take on February 16 at the Athens Middle School at 7 pm.

Butch Carman moved to have the Talk is Cheap Tour as a fundraiser for all libraries.

Shelley Griffith seconded.

All were in agreement that the fundraiser should take place with the profits to be split as described above.

Forkner also reported that the auditors had been at the library the previous week and everything had gone smoothly.

**Ocoee River Regional Library:** Beth Mercer reported that the deadline for data collection was fast approaching – November 30. All technology spending for the Rural Laptop Computing Grant must be done by December 3; all training must be completed by December 10. Mercer also reported that the monies from the state library allocation for materials for the first round of purchasing are available to their respective libraries and need to be spent by November 30. The Firefly courier service will begin on January 2. There will be an in-service to teach people how to use Firefly. The Regional library will provide courier bags to each library.

Mercer presented to official service population numbers for 2011-12. She explained that these numbers were calculated by the state library, and that although numbers for 2011-12 were already set, numbers for 2012-13 could be discussed. Cindy Duncan said that she would like to discuss the numbers as she felt that Calhoun served a bigger population than the service population numbers suggested.

Jordan Curtis moved to accept the 2011-12 Official Service Population numbers.

Debra Jones seconded.

The Official Service Population numbers were accepted without opposition.

Mercer also reported that the Regional Library Board would like to begin holding their regular meetings at the various public libraries in the county. They would like to visit E. G. Fisher and the McMinn County Library Board on February 14. This is a chance for the McMinn County Library Board to showcase its libraries and host the Regional Library representatives.

Shelley Griffith moved to host the Regional Library Board at E. G. Fisher.

Jordan Curtis seconded.

The motion passed without opposition.

Old Business: Charlie Senn reported that a group of citizens pledged financial support for the solar project if the city would partner in terms of providing space. This would replace the funds that the library applied for but did not receive from the Clean TN Energy Grant. However, on legal inspection, it would not be feasible for the city to lease land to the library. The library must own or lease the land the solar mill is placed on in order to receive the energy credits generated. The land at the Regional Park where the solar mill could have gone is slated specifically for recreational use.

The next meeting was scheduled for January 28 at E. G. Fisher Public Library at 5:30.

The meeting was adjourned.



McMinn County Library Board

January 28, 201~~7~~<sup>3</sup>

The McMinn County Library Board met for a regularly scheduled meeting on January 28, 2013 at E. G. Fisher Public Library. Board members present included Charlie Senn, Debra Jones, Sandra Brewer, Cindy Duncan, Butch Carman, Gail Anderson, and Jordan Curtis. Librarians present included Lauren Long, Kristi swafford, Julie Forkner, Beth Mercer, and Sandra Brakebill

Julie Forkner distributed the documents for the meeting including the minutes from November's meeting and the financial and Maintenance of Effort reports.

The minutes from the November 26 meeting were reviewed. Butch Carman moved that the minutes be accepted. Debra Jones seconded. The motion passed and the minutes were accepted.

The bi-monthly financial reports showing the receipts and expenditures for each library for the months of November and December were reviewed. Butch Carman moved to accept the reports as presented. Jordan Curtis seconded. The motion passed and the reports were accepted.

The Maintenance of Effort reports were reviewed. Jordan Curtis moved to accept the reports. Sandy Brewer seconded. The MOE reports were accepted.

**Library Reports**

**Englewood:** Gail Anderson reported that there are new commissioners in Englewood. They are working on developing their library board. Bennie Raper has had the assistance of a volunteer through the Alexian Brothers Senior Neighbors Volunteer program.

**Calhoun:** Butch Carman reported that there has been lots of change in Calhoun. The city is still without a city manager. There is a vacant commission seat, as well. The Calhoun Library has begun borrowing books through the Interlibrary Loan Firefly Service. The Library is now open four days/week and two evenings.

**Niota:** Sandra Brakebill reported that the Niota Library is live on Library World. She is working on the LSTA grant. Sandra asked for guidance on establishing library policies. She has presented some new policies to the Niota City Council. Sandra presented new policies to the board and asked for guidance on the procedure to making policies official. Charlie asked Beth Mercer and Julie to give technical advice on the policies. Butch Carman suggested adding a clause that gives the director power to ask unruly patrons to leave. Beth Mercer advised that the Library Director does not have authority to set policy; rather to develop policy and bring them to the governing body to approve. Charlie asked Julie to send out email once the policies have been fine-tuned and asked the board to give their approval via email.

**Etowah:** Sandy Brewer reported that the Etowah Carnegie Library Survey is open for the public through the third week of Feb. They have a new website. The Firefly Courier service saved the library \$500. They have been registering many new library cards. They received new audiobooks through a donation. The carpets have been cleaned. The library is busy searching out grants.

**E. G. Fisher:** The financial report for E. G. Fisher was distributed. Julie Forkner noted that she has chosen a new format that should make the report easier to read.

Forkner also reported that she has received confirmation of the 2013 LSTA tech grant. E. G. Fisher will use this year's money to replace the 2 oldest circulation computers and 2 public computers. Forkner will meet on Friday with representatives from the Athens City Schools to continue working on science lessons in the wetlands. The library will begin offering technology classes again this spring. The library is

**Ocoee River:** Beth Mercer reported from Ocoee River Regional Library. The 2nd round of monies for public libraries is the federal allocation meant for materials for the disadvantaged. The deadline for spending these funds is February 28. The 3rd round of spending will begin later. Firefly started Jan 2. Please let ORRL know if you aren't being visited 2x/week.

Mercer also reported that the Regional Library Board is to meet at E. G. Fisher on February 14, at 5 pm. A light dinner will be provided. She expects 18 people to be in attendance. The meeting will consist of a tour of E. G. Fisher, reports from board members and, finally, a Powerpoint presentation introducing McMinn county libraries. How do McMinn County libraries compare to TN minimum standards?

Beth announced upcoming events including Library Legislative Day, the Summer Reading Program Conference, an in-service on 'Access to Justice – Legal Information for Tennesseans,' the annual TLA conference in Chattanooga, and an in-service on Planning for Technology in May.

Mercer reported that there is a new library directory available on the TN State Library and Archives website. She also mentioned the READ20 book club, organized by TN's First Lady, Crissy Haslam. Mercer also distributed the READS report showing audiobook and ebook downloading activity for the entire region as well as individual libraries. READS usage is UP!

#### **Old Business:**

Julie Forkner gave an update on Talk is Cheap. Guest interviews are lined up on WYXI. Greg Moses will also run some publicity in the DPA. An interview with Elizabeth rose was in the Polk county news.

#### **New Business:**

Charlie Senn met with John Gentry on Dec 24. The formula document expires at the end of this fiscal year. John Gentry is aware of the situation.

The Official Service Area population needs to be revisited. Charlie and Beth will collaborate on the best strategy for discussing those numbers.

The next meeting will take place on March 25 at E. G. Fisher Public Library at 5:30.

Meeting adjourned.

McMinn County Library Board  
April 15, 2013

The McMinn County Library Board met for a rescheduled meeting on April 15, 2013 at E. G. Fisher Public Library. Board members in attendance were Butch Carman, Jordan Curtis, Gail Anderson, Debra Jones, Cindy Duncan, Shelley Griffith, Lois Preece, Charlie Senn. Librarians in attendance were Kristi Swafford, Lorie Waters, Sandra Brakebill, Lauren Long, Julie Forkner.

Charlie Senn called the meeting to order.

Julie Forkner distributed the minutes from the January meeting for the board's approval. Butch Carman moved to accept the minutes with the notation that the phrase "the formula expires in 2013" be changed to "the formula should be reviewed by September 2013."

Jordan Curtis seconded the motion.

The minutes were accepted with notation.

Julie Forkner distributed the libraries' bimonthly financial report and the bimonthly MOE status reports. Forkner noted that the city of Englewood had revised their city's numbers after meeting with the Regional Staff. The financial report submitted at this April meeting represent a change to previously submitted numbers.

Forkner also reported that she had received two separate sets of numbers from Calhoun – one from Butch Carman and one from Cindy Duncan. She presented both sets of numbers to the board.

Carman reported that Calhoun has been working on the way their city accounts for library and city services. Carman stated that in his view, when the library and the library assistants performed city business it is a service the library provides and therefore the expenses accrued in the process of performing those services (payroll, phone bills) are library expenses. According to Carman, this is the view the city has always taken until Cindy Duncan became CMFO.

In the bimonthly numbers submitted by Carman for Jan/Feb 2013, half of the library assistants' salaries were reported to city and half to library. All of the phone bill is charged to the library. Carman reported that the City Council had voted 3-1 to use this accounting method.

Lauren Long asked when the meeting was that when the vote was taken to revert to the old accounting method where all expenses were given to library. Carman replied that the vote was taken at a special meeting on April

Cindy Duncan reported that when she became CMFO she began dividing costs according to use, resulting in a 50/50 split of the librarians' salaries between the library and the city. When she could determine that a cost was for a specific function, i.e. library or general government, she attributed that whole cost to that department. When she could not determine that a cost was solely attributable to one department, she split the cost 50/50. She stated that this was Generally Accepted Accounting Principles; the MTAS (Municipal Technical Advisory Service) advised her that she was correct; and, other Certified Public Accountants advised her that she was too generous in the 50/50 split. According to other accountants, the city generally takes a higher percentage of the cost. She stated that she only adjusted the salaries and the phone bill even though there are other legitimate costs that should be billed to the city, such as copying costs. Cindy resigned based on the vote of city commission feeling that she didn't have the city's support.

Charlie Senn reported that he had spoken with Marilyn Miller, accountant with Pascarella and Miller, who agreed that costs should be allocated according to function and that a 50/50 split was generous. Miller has been involved with library accounting and has performed the audit for the City of Niota.

There was discussion on how Calhoun's decision affects their Maintenance of Effort agreement. Regardless of which method the city uses, they will not meet their Maintenance of Effort agreement this year. Charlie Senn suggested holding a called meeting to discuss the implications for the formula. Several board members requested to have access to background information before the called meeting.

Gail Anderson moved to hold a called meeting to discuss the recent accounting decision in Calhoun, to discuss the implications it has for the formula and to discuss readjusting the formula.

Jordan Curtis seconded the motion.

The motion to hold a called meeting was approved with no opposition. The following people volunteered to organize the background information needed for the meeting:

- Charlie Senn will consolidate pertinent emails giving background information
- Cindy Duncan will bring the minutes of the City of Calhoun meeting in which the vote was taken to accept Butch's accounting method.
- Butch Carman will bring a member of city council for Calhoun.
- Lauren Long will distribute Trustee Manuals, with the MCLB bylaws included, to the board members.
- Julie Forkner will bring the County resolution and meeting minutes from the formula discussion which took place in 2010.

Forkner will co-ordinate scheduling the called meeting.

The Maintenance of Effort bimonthly report was distributed.

Jordan Curtis moved to accept the report as presented.

Debra Jones seconded.

The report was accepted with no opposition.

Library reports:

**Calhoun:** Kristi Swafford reported from Calhoun. The city will have a special election for city commission for last vacant seat.

**E. G. Fisher:** Julie Forkner reported from E. G. Fisher. Beginning MS Office Suite classes have been planned for April and May. There is also an advanced Excel class scheduled. Three staff members from E. G. will be attending the TN Library Association Annual Conference at the end of April. The library is planning an adult summer reading program to go along with the children's and teens' programs. The roof in the silo (or Children's Tower) is leaking heavily. Julie has been in touch with Architect Anthony Fuller who has designed a permanent solution to stop the leaking. Julie will be asking local companies to bid on the job.



**Englewood:** Gail Anderson reported that Beth came to Englewood to meet with the new Town Manager, Jamie Moses, to explain library reporting and what the State Library needs to know. From that meeting, the library board is being revived.

**Etowah:** Lorie Waters reported from Etowah. They are offering classes for beginning computer users and classes on how to use e-readers. The classes are waiting list full. For National Library Week, FOL is providing cookies and juice all week long. They will hold a book sale starting on Saturday, April 20, at 8 am -- 822 TN Ave.

**Niota:** Sandra Brakebill reported from Niota. She thanked everyone for their help with Talk is Cheap. The Niota FOL is planning for a book sale. She has received her LSTA grant, and Ernestine Hicks installed the new computers installed. Brakebill is planning on going to the TLA conference. The Niota library is helping to send kids to Young Authors Conference; Sandra will be taking them. They are still offering Spanish classes. Dorinda Crisp is teaching nutrition classes May 6&9. They will hold their first book discussion Tuesday, April 16. They are busy planning a summer reading program.

**Ocoee River:** Lauren Long reported from the regional library. She distributed the enclosed report, announced upcoming events and in-service days and reported that READS usage is up across the region.

**New Business:**

Cindy Duncan asked for clarification on board member's responsibilities in regard to representation. Are board members there as a representative of the city that named them to the board or are members there to represent the county as a whole? Duncan reported that the county Mayor was of the opinion that each representative was sent to represent the county as a whole rather than as a representative from their own city. There was generally agreement that the by-laws need to be consulted. Duncan asked the board to clarify representatives' responsibilities. Lauren Long offered the manual compiled by the regional library and offered to give each member a copy of that manual.

Jordan motion to adjourn  
Charlie seconded.

Meeting adjourned.



## McMinn County Library Board

May 2, 2013

### Called Meeting

The McMinn County Library Board met for a called meeting May 2, 2013, at 5:30 at E. G. Fisher Public Library to discuss the State Comptroller's letter to the Calhoun City Commission in reference to the basis for allocation of library funds in that city. Present were board members Charlie Senn, Shelley Griffith, Sandra Brewer, Gail Anderson, Cindy Duncan, Butch Carman, and Debra Jones. Librarians present were Julie Forkner, Beth Mercer, Lauren Long, Kristy Swafford, and Lorie Waters. Guest present were County Mayor John Gentry, Calhoun City Mayor, John Walker, Marilyn Miller, CPA, Bill Biddle, Marlene Miller, Terri Damoth, Agnes Clemmer, and Sandra Day. Officer Thompson of ACPD was also present on request of the board chair.

Charlie Senn, Chair, called the meeting to order.

The Chair asked all visitors to introduce themselves.

Charlie Senn read the motion from the previous meeting: Gail Anderson moved to hold a called meeting to discuss the recent accounting decision in Calhoun, to discuss the implications it has for the formula and to discuss readjusting the formula.

Jordan Curtis seconded the motion.

The motion to hold a called meeting was approved with no opposition.

Before beginning the business of the meeting, Charlie Senn clarified some questions about the MCLB by-laws that have come up in past meetings:

1. The objective of the McMinn County Library Board is to oversee the allocation of funds to the five libraries in McMinn County.
2. A quorum consists of six voting members; a minimum of four votes is needed to pass business.
3. The chair is a voting member and can vote on all business matters.

Butch Carman clarified that the MCLB allocates county funds through the formula. Senn agreed that at this time the formula is the document that governs the allocation of county monies to the five libraries.

Senn went on to give background for the purpose of the called meeting. He explained that he had been present at Calhoun's City Commission meetings when library funding was discussed. From the discussion in those meetings, Senn felt the need for clarification from the City of Calhoun on the allocation of library funds within the city.

In regards to the formula used to disburse county monies, Senn read from the minutes of the final formula committee meeting on September 14, 2010 that called for a review committee to study the distribution of county funds on a regular basis no later than September 2013.

Senn also read the letter from the office of the State Comptroller to the City of Calhoun that addressed the conflict in allocation procedures within the City of Calhoun. In the estimation of the State Comptroller's office, the City of Calhoun does not have a documented basis for allocation.

Butch Carman asked why the letter was being brought up for discussion.

Charlie Senn explained the background that led to the State Comptroller's letter to the City of Calhoun is a matter of concern for the library board; that Cindy Duncan, as a trained Certified Municipal Financial Officer, raised significant and relevant doubt as to the accounting procedures in Calhoun; and that if Calhoun is indeed lacking a documented basis for allocation that affects the rest of the libraries in the county.

Charlie Senn then stated that the first order of business was to determine which set of numbers, either those submitted by Butch Carman or those submitted by Cindy Duncan at the April 15 board meeting, should be accepted into the official record. Senn noted that each city is able to allocate money as they see fit. However, in Calhoun's case, the advice from the State Comptroller's office is contrary to the current practice in Calhoun. Butch Carman's numbers follow Calhoun's traditional accounting; Cindy Duncan's numbers follow the State's advised methods more closely.

The floor was opened for discussion.

Marilyn Miller stated that allocating according to function is the normal way of allocating funds within city departments. She has not seen this level of money accorded to a library in her experience working with several of the county libraries. Ms. Miller stated that she has not seen another city allocate funds this way. Miller also stated that she thought the State Comptroller's letter was accurate.

Shelley Griffith asked what the total difference for the year is between Ms Duncan's numbers and Mr. Carman.

Referring to the two sets of reports, Julie Forkner found the total difference between the two sets of numbers to be \$12,858.99.

Kristi Swafford introduced a letter from John Poole, a CPA who recently audited the City of Calhoun. Poole's letter states that, in his opinion, "the City has not violated any State of Tennessee law or regulation. The agreement (reimbursement) that the City has with the Library is just that between the City and the Library and the parties are free to negotiate the reimbursement schedule."

Shelley Griffith asked if the City Council has a plan for allocating funds between departments.

Marlene Miller, the City Manager for Calhoun, replied that the City Plan is adopted as policy and procedure.

It was noted that independent auditors do not have the final say. Municipal audits are the final say.

Cindy Duncan stated that CMFO's are registered with the state and are subject to oversight by the state. Sheila Reed was the person in the State Comptroller's office who contacted her and questioned her

about Calhoun's practices. Sheila Reed wrote the municipal audit report but the Director of Local Government Audit approved it.

Lauren Long asked Cindy Duncan and Butch Carman how they arrived at the numbers each reported.

Cindy explained that she estimated the librarian spend 50% of her time on library duties and 50% on general administration duties and split those salaries accordingly. She estimated that the maintenance staff spent approximately 10% of his time on library duties, and so she charged 10% of that salary to the library. She charged 50% of her salary as city recorder to the library. As for operating expenses, she split the phone bill 50/50, and the utility bill was split 60/40 (library/admin). The cost of office supplies were charged by instance when Ms Duncan could make a clear determination which department to accord the expense. If there was no clear determination, she split the cost 50/50.

Sandra Brewer asked how long she had been allocation funds this way.

Duncan replied she had been using this method since July when she became city recorder.

Brewer noted that previous to Cindy Duncan becoming the city reported, the City of Calhoun had been following the same procedure for 16 years. Brewer asked why it was an issue now.

Charlie Senn responded that with the article in the DPA on April 4 the issue became a matter of public record and required a response.

Sandra Brewer asked who educated the Calhoun city recorder?

Charlie Senn replied that Generally Accepted Accounting Procedures, which Duncan follows, are the standard throughout, and it is assumed that all municipalities are working under the same.

Marilyn Miller replied that this is not the first time the issue has arisen. Jack Allen had the same misgivings and asked for her advice when he was chair of the MCLB.

Sandra Brewer asked why something was not done then.

Charlie Senn replied that the board had addressed the issue but could not reach a satisfactory conclusion. Senn explained the evolution of the formula and the percentages on which the formula is based.

Beth Mercer stated that all municipalities were fully represented when the formula was created.

Butch Carman explained that when he calculated his numbers he did not have access to the details. He doubled Cindy Duncan's numbers for salaries, doubled the phone bill, utilities and office supplies.

Charlie Senn asked why Carman felt that those expenses shouldn't be allocated proportionally.

Carman replied that the library is a service organization and the general administration tasks the librarians do are part of their library duties. Carman considers the DSL and phone lines to be a service to the community and, therefore, are an expense of the library.

Debra Jones asked what effect this has on the MOE.

Beth Mercer responded that she didn't know yet. That any impact to the MOE depends on the numbers to be submitted in July/August. She explained that the MOE is concerned with continuing the level of maintenance from one year to the next. At this time, she didn't feel that it would jeopardize the relationship between TSLA and the libraries. She stated that Calhoun will need to explain any reduction in support to the library. The state is concerned that funding support from the city does not decrease from one year to the next unless there are similar reductions to all city departments.

Lauren Long stated that this was put in place to protect public libraries.

There was a question concerning the county money and its relationship to the MOE.

Beth Mercer explained that the same standard holds true for county money as well as city money in that the State does not want to see a decrease in funding from one year to the next. The division of that county money among the libraries, however, is not related to MOE. That is a separate issue.

Debra Jones asked about the discrepancy between Mr. Poole's audit findings and the State Comptroller's findings.

John Walker replied that Mr. Poole had access to the city's books.

Cindy Duncan replied that she spoke with Mr. Poole who did a quick two year audit solely from the books. He did not speak with anyone involved in the running of the city.

Marilyn Miller asked allocation had ever been higher.

Charlie Senn responded that prior to the formula 14 years ago, Calhoun's allocation was \$3,742. In 2008, the year the formula was frozen the allocation was \$47,870, an increase of %1,179.

John Gentry offered the following action: Ask the State Comptroller's office to look at each city in the same way they looked at Calhoun. This will allow equal scrutiny across the county. He also encouraged the board to spend their time working for literacy instead of validating information – that task can be left to the state.

Charlie Senn moved to ask the State Comptroller's office to review each city's basis for allocation in the same and to provide guidance to the MCLB on how to move forward.

Debra Jones seconded.

A roll call vote was taken:

Sandra Brewer yes

Debra Jones yes

Gail Anderson yes

Shelley Griffith yes

Charlie Senn abstain

Butch Carman    yes

Cindy Duncan    abstain

The meeting was adjourned.





McMinn County Library Board  
July 22, 2013

The McMinn County Library Board met on July 22<sup>nd</sup> for a regular business meeting rescheduled from May 27, 2013. Board members present included Charlie Senn, Butch Carman, Shelley Griffith, Jordan Curtis, Lois Preece, Sandra Brewer, Gail Anderson, and Debra Jones. Librarians present included Lorie Waters, Sandra Brakebill, Kristi Swafford, Lauren Long, and Julie Forkner. Guests were Amy Maynor and John Walker.

Charlie Senn, presiding, called the meeting to order.

The minutes from the meeting of April 15<sup>th</sup> were distributed and reviewed.

Butch Carman moved to accept the minutes.

Shelley Griffith seconded.

There was no discussion.

The minutes were accepted as presented.

The minutes from the meeting of May 2<sup>nd</sup> were distributed and reviewed.

Butch Carman asked that Marlene Miller be listed as City Manager not City Reporter. Sandra Brakebill noted that she is listed as being present at the meeting when she was not.

Butch Carman moved to accept the minutes as amended.

Sandra Brewer seconded.

There was no further discussion.

The minutes were accepted as amended.

The bimonthly report for all libraries was distributed and reviewed.

Butch Carman asked why there were still no numbers showing for Calhoun.

Julie Forkner responded that there was no business passed at the last meeting on which set of numbers of the two sets submitted to accept for Calhoun.

Butch Carman moved to postpone voting on the financial reports until the matter is resolved.

Sandra Brewer seconded.

There was no further discussion.

The financial reports were tabled until the matter could be resolved.

The bimonthly MOE report was distributed and reviewed.

Butch Carman moved to table the MOE report until the financial numbers for Calhoun had been settled.

Sandra Brewer seconded.

There was no further discussion.

The MOE report was tabled until the matter of Calhoun's financial reporting could be resolved.

## **Library Reports:**

**Calhoun:** Kristi Swafford reported that their READS numbers are increasing. The library hosted 3 programs for the Summer Reading Program, with the final program taking place this week. They are seeing an increase in ILL usage. The library is hosting an extreme couponing class next Wednesday.

**Englewood:** Gail Anderson reported that the Town of Englewood is reinstating a library board and that all members should be approved next month. The library bought two new computers with the proceeds from the Talk is Cheap fundraiser.

**Etowah:** Debra Jones reported that they had 107 people register for the Summer Reading Program and have been holding programs throughout the summer. There are new board members for the City of Etowah Library Board: Durrant Tullock and Tom Johnson.

**Niota:** Sandra Brakebill reported that she attended the TLA conference in the spring, and that she has applied and been accepted to the Public Library Manager's Institute, a program of the TSLA. Their Summer Reading Program was delayed for a week because of the library closing due to city insurance problems. They will hold their first book discussion next month. There is a recommendation before the board that the library either close one day per month to allow for technology maintenance or to allow Sandra extra work hours while the library is closed in order to maintain computers.

**E. G. Fisher:** Julie Forkner reported that she travelled to Chicago to attend the American Library Association conference. The trend in libraries at the moment is to maintain traditional access to information while at the same time helping people create their own information in digital media labs. Examples are offering the equipment and technology needed to transfer analog (VHS, cassette tapes) media to digital media to help people preserve family memories, weddings, etc. Many libraries are helping small business owners, students and others access Photoshop, website and blogging support, and podcasting and video equipment.

Forkner also reported that the Summer Reading Program is in full swing with 422 children under the age of 12 registered. The teen and adult programs are ongoing and registration numbers for those programs are not yet complete. There are several programs coming up including a lecture from Dr. Rebecca Jones from UT Chattanooga, a concert with local musician Kinsley Melhorn as a finale for the Teen and Adult programs, and Movie Night on July 26.

**ORRL:** Lauren Long reported on the upcoming events at the Regional Library including the deadline for LSTA Tech Grant Applications (Jul 31), the PLMI at Fall Creek Falls State Park (Aug 4-9), the ORRL board meeting at The Public Library at Tellico Village (Aug 8), New Library Directors Roundtable at ORRL (August 27), the 2013 Trustee Workshop (Sept 5 or 6), and an In-service at ORRL on September 25. There is also a new toll free number for all regional libraries. The extension for ORRL is ex. 7.

Long also distributed READS usage reports for the entire region, as well as the agenda for the Trustee Workshop. She encouraged all board members to attend the Workshop.

## **Old Business:**

**Follow up from Called Meeting, May 2:** Charlie Senn asked John Walker of Calhoun how the city responded to the State Comptroller's letter to the City of Calhoun dated April 26, 2013. Mr. Walker replied that he had not seen the letter.

Senn then asked for clarification: "You have not seen the letter from the State Comptroller's office dated April 26 and gave a 30-day deadline for a response?"

Mr. Walker confirmed that he was unaware of both the letter and the deadline. Mr. Walker was given a copy of the State Comptroller's letter.

Senn then drew attention to the letter from the State Comptroller's office to the McMinn County Library Board dated May 5, which is in response to the request the MCLB made to the comptroller's office to audit each city in the same manner as Calhoun's audit. The State Comptroller replied that their office did not have the resources available to audit each city. Instead, the letter advises the MCLB to ask each city to submit their basis of allocation documentation together with their Maintenance of Effort calculation to the board. The letter also included guidance on allocation of expenditures.

Senn then asked each library to work with their city's financial officer to document and submit their basis of allocation for each category in the bimonthly financial reports. Senn asked each library to have their basis of allocation report submitted at the next MCBL meeting on August 26. Senn also stated that county allocation checks were contingent upon a satisfactory basis of allocation report. Senn called for discussion.

Lorie Waters asked for clarification on what exactly is needed for a basis of allocation report. Senn responded that questions could be directed to him via Julie.

Senn then introduced the county allocation formula for discussion. He stated that part of the original purpose of the called meeting of May 2 was to discuss the formula. However, the board never reached a decision. Senn acknowledged that the conversation was a contentious one. Senn then gave a brief history of formula stating that it originated 15 years ago because county funds were going to E. G. Fisher to the detriment of others. The current formula, before it was frozen in 2010, was created to alleviate that. As cities supported libraries, the money from the county was allocated to those cities proportionately. The financial reporting from the libraries drives the MOE and the allocation. When that reporting is skewed, the distribution of funds also becomes skewed.

Senn moved that the formula be considered null and void until a more fair method could be agreed upon.

Lois Preece seconded the motion.

Senn called for discussion.

John Walker stated that Jonathan Poole, the CPA who recently audited Calhoun, disagreed with Marilyn Miller and charged that Cindy Duncan did not have a problem with Calhoun's finances until her daughter was denied the job of library director.

Butch Carman voiced his concern that the formula discussion was being driven by one individual. Carman felt that Calhoun has played according to the rules and benefitted appropriately, and voiced his opposition to the motion.

Gail Anderson asked who would decide on the distribution of funds if the formula is null and void? Senn answered that the McMinn County Library Board is responsible for distributing the funds.

There was then a question about how the County Commission would step in. Senn responded that they would not step in.

Lauren Long voiced the opinion that a committee could be established to review the formula and options to the current situation. She recommended looking at each library's numbers according to this year's city allocations. The committee could then report back to the full board for approval.

Lois Preece asked what would happen if the cost allocations were revisited and Calhoun's numbers turn out to be the same as previously presented?

Senn responded that he appreciates Carman's concern that the discussion is being driven by one individual. However, Senn stated that he was not the first person to take issues with the formula. The matter has arisen under other MCLB chairmen. Senn stated that he was not comfortable accepting as business the financial reports submitted by Calhoun.

Sandra Brakebill asked if a needs-based formula had ever been considered.

Shelly Griffith responded that every possible way has been considered. He pointed out that the last time a formula committee was formed, it was unsuccessful. He stated that he did not feel that forming a committee was a good way to go. He felt the matter should be decided with all the voting members in attendance.

Charlie Senn called the question of his original motion.

In favor: 1

Opposing: 8

The motion to consider the formula null and void until a more fair solution could be determined did not pass with one in favor and all else in opposition.

According to the minutes of the last formula committee meeting, the formula is to be reviewed by the end of September 2013.

Shelley Griffith again implored the board not to form a committee but rather to hold a called meeting of all voting board members.

The board agreed to hold a called meeting August 5 to discuss solutions to the formula. All voting members and librarians were invited to submit a proposal to the board. All proposals would be discussed at the called meeting.

**Policies for Niota Public Library:** Sandra Brakebill stated that she is going to the Public Library Manager's Institute and would like to table the discussion on Niota's policies until after she has gotten further guidance there.

**New Business:**

**Operating Budget for E. G. Fisher:** Julie Forkner distributed a proposed operating budget for E. G. Fisher Public Library for FY 2013-14. She stated that it had been unanimously approved by the Advisory Board for E. G. Fisher, and asked the board for approval.

Jordan Curtis moved to accept the budget as approved.

Shelly Griffith seconded.

There was no opposition.

The budget was approved as presented.

**New library board appointee:** Amy Maynor was introduced to the board as the new member from Niota taking Lois Preece's place as her term expires this year.

**Verso catalog:** Julie Forkner and Lauren Long announced that the libraries that have been part of the IRIS consortium will be migrating to the Agent Verso catalog as opposed to the current SirsiDynix system. The Agent Verso catalog is the system many other libraries across the state are now using, making resource sharing across the state easier. TSLA is helping with the transition, covering the costs of one-time data migration and training. The yearly fee to each library will be less than that of the yearly fees under SirsiDynix. The migration will take place in mid-November and will require each library to close circulation functions down for three days while the migration takes place. The new system will go live on November 15.

**MOE and Library Service Agreement:** Lauren Long distributed the Maintenance of Effort and Service Agreement documents for 2013-14.

**Officers for 2013-14:** Senn asked Julie Forkner to read the nominees for officers for the 2013-14 year.

For Chair: Charlie Senn

For Vice-Chair : Jordan Curtis

For Secretary/Treasurer: Debra Jones

Shelley Griffith moved that the nominees be accepted by acclamation.

All in favor.

No opposition.

The nominees were accepted as officers for their elected positions.

Senn asked if there was a motion to adjourn.

Jordan Curtis moved to adjourn.

Shelly Griffith 2<sup>nd</sup>.

All in favor.

The meeting was adjourned.

## McMinn County Library Board

### Formula Called Meeting

August 5, 2013

The McMinn County Library Board met for a called meeting on August 5, 2013 at E. G. Fisher Public Library to discuss an alternative to the current system of dividing county monies among the libraries. Members present were Shelley Griffith, Cindy Duncan, Jordan Curtis, Lois Preece, Butch Carman, Charlie Senn, Gail Anderson, Sandy Brewer, and Debra Jones. Librarians present were Lauren Long, Lorie Waters, and Julie Forkner.

Charlie Senn, presiding, called the meeting to order.

Senn gave instructions for the procedure of the meeting. He asked each member to limit questions to the mathematics of the formula proposals so as not to get bogged down in discussion. Senn instructed that the purpose of the meeting was to review the proposals at hand and if any issues arose that needed further discussion, they would be relegated to the 'parking lot' to be discussed at another time. After all proposals have been presented, the board will vote to select two proposals for further discussion.

The order of presentations was determined by drawing numbers.

Butch Carman presented his proposals as attached:

Option 1 – Revert to original formula

Option 2 – Continue with current 'frozen' formula

Option 3 – To distribute the funds equally across the libraries

Option 4 – To distribute based on library size to help smaller libraries.

Option 5 – To create a lump sum that rotates among the libraries, each library receiving \$15,000 once every 5 years.

Option 6 – To dissolve the County Library Board and distribute all funds equally.

There were no questions.

Gail Anderson presented her proposal as attached. Anderson said that her original intent was to divide up the county population according to zip code. However, she did not have access to those numbers so she went roughly by population percentage. If this approach is selected for further discussion, she would like to adjust the numbers according to zip code population as she does not feel the numbers presented in her original proposal are accurate.

Cindy Duncan asked where Riceville and Delano would be assigned.

Anderson acknowledged that there are some grey areas to be discussed.

Lauren Long presented three proposals – Samples 2, 3 and 5.

Sample 2 is a formula based on city population percentage combined with a percentage of expenditures or allocations. Long stated that she used the US Census to determine each city's population. She also looked at appropriations versus expenditures for the last fiscal year and used whichever number was less when creating her formulas.

Sample 3 provides a base amount to each library plus an amount based on population service area based on a percentage of a city's total population.

Long explained the Sample 5 distributes a base amount to each library plus an additional amount per population point – a point represents 1,000 people.

Questions from the floor:

How was the dollar amount per point derived in Sample 5?

Long answered that the amount was arbitrary. She used the numbers that seemed most balanced.

The base amount is arbitrary? Can the board decide on a different base amount and recalculate the formula from there?

Long answered it was her intention for the board to decide on the base amount and rework the numbers from an agreed upon base amount.

Charlie Senn presented his proposal as attached. He noted the unique situation in Calhoun. That city serves both Calhoun and Charleston, which lies in Bradley County. For the purposes of this formula, he has added in the population of Charleston to the population of Calhoun. Senn explained that he used US Census data to determine city populations and used that number to proportionately allocate county population.

Lois Preece asked if Bradley County contributes any money to the Calhoun library.

Butch Carman responded that Calhoun does not receive money from Bradley County.

Ballots were distributed and all members voted for three proposals. The two proposals receiving the most votes would be brought for further discussion. Lorie Waters, Julie Forkner and Lauren Long counted the ballots. Gail Anderson's (8) and Charlie Senn's (6) proposals received the most votes.

Gail Anderson's proposal was brought back to the table. Working together, the board reworked her formula using information from zip-codes.com to determine the population per zip code. Each library was given a 5<sup>th</sup> of the population for the Riceville zip code. The reworked formula proposal is attached as part of the documents for this meeting.

Charlie Senn's proposal was brought back to the table for discussion.

Julie Forkner asked about combining the two approaches – keeping the base amount from Anderson's proposal and using the Census data to allocate population. Working together, the board created a third proposal combining the two approaches. That proposal is attached.



The chair called for a vote between the three proposals on the table:

Base amount + population determined by zip code

Population determined by US Census

Base amount + population by US Census

Before the vote, there was discussion about the process after the vote is taken, about when the new formula would take effect, and when/if the new formula will need to be reviewed.

Charlie Senn stated that after the library board votes, the new formula will go to the County Commission for approval. He also stated that the new formula would take effect starting July 1 2013 in time for the first disbursement of the year.

Shelley Griffith urged the board not to obligate future boards to re-evaluate the formula. He stated that future boards have the prerogative to evaluate the formula, but he strongly advised mandating any kind of review. It was generally agreed that there would be no time frame placed on the new formula and no obligation on future boards to re-evaluate the formula.

The question was called and a vote was taken via written ballot.

The vote was 8-1 in favor of the Base amount + population by US Census proposal.

There was a request that the new formula method be spelled out in the minutes of the meeting.

The distribution is calculated as follows:

1. Determine the five library (Athens, Etowah, Englewood, Calhoun, Niota) city populations as calculated by the latest official US Census. Using latest official US Census by decade.
2. Add the Charleston population to the Calhoun population.
3. Determine the percentage of each City population by dividing the total city population into each city's population.
4. Determine the population of McMinn County as calculated by the latest official US Census
5. Determine the number of McMinn County residents that are outside the city populations.  
(McMinn County Population – Total of the 5 city populations)
6. Multiply the Number of McMinn County residents that are outside the city populations  
(calculated in step 4) by the percentage of each City population (calculated in step 3)
7. Add allocated population for each city to the city population as determined by the census (step 1)
8. Total the adjusted city population (this should equal the total McMinn County population)
9. Determine the percentage of each city by dividing each city's adjusted population by the McMinn County Population
10. Determine the total County allocation to be distributed.
11. Subtract \$10,000 from the total County allocation

12. Each city receives a \$2000 base allocation
13. Proportionally allocate the remaining county allocation by the percentages calculated in step 9.
14. Add the proportionally allocated county funds to the \$2000 base.
15. Add all funds going to the 5 city libraries. This value should equal the total McMinn County Allocation distributed.

Jordan Curtis moved that the above formula be adopted as the new formula for distributing County monies among the 5 county libraries.

Lois Preece seconded the motion.

8 in favor

Charlie Senn  
Debra Jone  
Lois Preece  
Jordan Curtis  
Shelley Griffith  
Cindy Duncan  
Sandra Brewer  
Gail Anderson

1 opposing

Butch Carman

The above formula was accepted.

Jordan Curtis moved to adjourn.

Debra Jones 2<sup>nd</sup>.

All in favor.

The meeting was adjourned.

McMinn County Library Board  
August 26, 2013

The McMinn County Library Board met for a regularly scheduled meeting on August 26 at E. G. Fisher Public Library. Board members attending included Charlie Senn, Gail Anderson, Sandy Layman, Lois Preece, Shelley Griffith, Sandra Brewer, Debra Jones and Jordan Curtis. Librarians present included Sandra Brakebill, Kristi Swafford, Lorie Waters, Lauren Long and Julie Forkner.

Charlie Senn, presiding, called the meeting to order.

Senn introduced Sandy Layman, who will be replacing Lois Preece as she finishes her second term on the McMinn County Library Board.

Julie Forkner distributed the minutes from the meetings on July 22<sup>nd</sup> and August 5<sup>th</sup>.

Jordan Curtis moved to accept the minutes as presented.

Debra Jones seconded.

The motion passed and the minutes were accepted as presented.

Forkner distributed the financial reports for the period of May-June 2013, noting that Englewood had not yet submitted a bimonthly report. Charlie Senn stated that there were still no numbers for Calhoun, pending communication from the State on the status of Calhoun's audit.

Gail Anderson moved to accept the reports for the libraries that submitted information.

Sandra Brewer seconded.

The financial reports were accepted.

Forkner distributed the Maintenance of Effort progress reports for each library.

Shelley Griffith moved to accept the report.

Lois Preece seconded.

The MOE report was accepted.

**Library Reports:**

**Calhoun:** Kristi Swafford reported that the Calhoun library has finished their Summer Reading Program. The library has purchased 2 computers with the money from the Talk is Cheap fundraiser. They are busy working on their Facebook page, hosting an extreme couponing workshop, mailing coupons to families overseas, and maintaining a booth at the elementary school during PTO open house. They have added a rug, bean bags, and teddy bears to the children's section. They are also adding a teddy bear story time at the park with a story, craft, and snack.

**Englewood:** Gail Anderson reported that the new library board in Englewood now has all its members and will begin meeting soon.

**Niota:** Sandra Brakebill reported that she had attended a week at PLMI with 24 other libraries. She reported that the experience helped her to be more involved in the community, in marketing and educating about the library. There is a new volunteer offering to start a children's reading time. Sandra is working on recruiting more volunteers. The Fried Green Tomato Festival is Sept 7. All are invited. The library has received its e-rate reimbursement. The City of Niota approved 2 members for a tech committee and 1 for a long range planning committee.

**Etowah:** Lorie Waters reported that Etowah's Adult Summer Reading Program is taking place this month. They are planning new programming for the fall and winter including an evening with friends at the library on Sept 10, rug hooking on Oct 8, a genealogy workshop with Marion Presswood on Nov 12, a Food for the Holidays event with Allison from Ally Cakes. They are also offering a "book a librarian" service on the 2<sup>nd</sup> Wednesday to assist patrons with technology issues.

**E. G. Fisher:** Julie Forkner reported that they have two new staff members – Michael Gracy and Hannah Bowser. Brianna Hanson is now the full-time children's librarian. Alexa Lee has left the library to pursue her master's degree in literature. The library has also purchased a new digital microfilm reader.

**Ocoee River Regional Library:** Lauren Long announced the dates for the new director roundtable and the Trustee's Workshop. She also reported that the new toll-free line to the regional libraries is now live, including the technology helpline.

#### **Old Business:**

Gail Anderson asked if the city's contribution should show differently on the Maintenance of Effort agreement with the new formula distribution. Charlie Senn replied that the new distribution should not have any impact on city MOE.

Each library submitted a Basis of Allocation statement for the record.

#### **New Business:**

Lois Preece moved to accept Sandy Layman's nomination to the board.

Charlie Senn seconded the motion.

The motion passed with no opposition.

Shelley Griffith moved to adjourn the meeting.

Jordan Curtis seconded.

The meeting was adjourned.

McMinn Count Library Board  
November 25, 2013

The McMinn County Library Board met for a regularly scheduled meeting on November 25, 2013 at E. G. Fisher Public Library. Board members present included Sandy Layman, Jordan Curtis, Debra Jones, Sandy Brewer, Charlie Senn, and Gail Anderson. Robert Sherwood, the recommended trustee for Calhoun, was present in place of Butch Carman, who has submitted his resignation. Librarians present included Sandra Brakebill, Lauren Long, Lorie Waters, Rachel Jones, Julie Forkner and Kristi Swafford.

Charlie Senn, presiding, called the meeting to order.

Senn introduced Robert Sherwood, the newly recommended trustee for Calhoun, and Rachel Jones, the new library director for Englewood.

Julie Forkner distributed the necessary documents for the meeting. The minutes from August 26 were reviewed.

Jordan Curtis moved that the minutes be accepted as presented.

Debra Jones seconded the motion.

All were in favor. The minutes were accepted as presented.

The amended financial report for May/June was presented with Englewood's information that had previously been left out.

Sandra Brewer moved to accept Englewood's numbers for May/June.

Jordan Curtis accepted.

All were in favor. The May/June report for Englewood was accepted.

Kristi Swafford reported that Calhoun was still waiting on the results of their city audit in order to reconsider any financial reports for FY 2012-13.

The final MOE report for 2012-13, now including Englewood's year end numbers, was reviewed.

Jordan Curtis moved to accept the MOE report.

Debra Jones seconded.

All were in favor. The report was accepted.

The bimonthly report for all libraries showing both the periods of July/August and September/October were reviewed.

Gail Anderson moved to accept the bimonthly reports as presented.

Jordan Curtis seconded.

All were in favor. The reports were accepted as presented.

Forkner stated that since the MOE document that reports each city's planned contribution for FY 2013-14 has not been completed, it is not yet possible to create an MOE progress report.

### **Library reports**

**Calhoun:** Kristi Swafford reported from Calhoun. She attended the new director's roundtable and the Geek the Library campaign workshop, both held at the Ocoee Regional office. The library set up an informational booth at the Calhoun school PTO night. They have added a picnic table for people using Wi-Fi outside. Eagle Scouts are using the library for a project making park benches. The library has received a \$100 donation from Bowater Good Fellows. The library is allowing 8<sup>th</sup> graders to sell ham dinner tickets at the library. The library held an ACA information session. They will also sponsor the concession stand at the first Starry Night Winter Fest on Dec 7 along with Niota. Calhoun also joined with Niota for a book sale at the Fried Green Tomato Festival.

**Englewood:** Gail Anderson reported from Calhoun. She introduced Rachel Jones, Englewood's new librarian. They held a retirement party for Benny Raper. They will have a parade entry for the CAGE Christmas parade, and they have a Christmas tree from books in library. Rachel Jones reported that she has had three weeks on the job, and has done some community outreach at the Englewood block party. She is planning a family game night. She has taken out the book sale shelves in favor of display space. She said she had a list of ideas for the library that she would like feedback on. It was agreed that she would send her ideas out via email to solicit feedback.

**Etowah:** Lorie Waters reported from Etowah. They have a new AWE station (2 total) in the children's room. Lorie, along with Brianna Hanson and Julie Forkner from E. G. Fisher, travelled to Charleston for the YALL fest, a young adult literature festival. Friends of Etowah Carnegie Library gave her money for books from the festival. They were closed for a week during the Verso migration and were able to replace the HVAC system for the library, paint the bathroom, and replace the floor and sink in the bathroom. They also held an ACA information session, and are continuing to hold their Evening with Friends events.

Debra Jones also reported from the Etowah City Library Board. That board has asked that MCLB consider adjusting the Official Service Area Population, and distributed the current population assigned to each city. The population assigned to each city through OSAP, which is determined by the state with input from the cities, is different than the population assigned to each city in the allocation formula for monies from McMinn County.

Lauren Long explained OSAP 2012-13 numbers based on 2012 census. OSAP is used to help determine the percentage of the state library allocation for materials. The procedure for changing the OSAP is to send a memo to Beth Mercer outlining changes to OSAP with detailed description. Beth will forward to State Library. Lauren asked if the board wants to match OSAP with the population distribution in the county allocation method.

Charlie supported matching population on county allocation with OSAP.

Julie Forkner asked what the population limits were for each level of library service according to the new Minimum Standards guidelines and if any library would change levels if the OSAP figures were adjusted to match MCLB's population numbers.

It was determined that Etowah would move up a level to a level 2 library.

Lauren Long reminded the board that minimum standards are goals to strive for but are not mandatory. It was decided that the issue would be considered and discussed at the next meeting.

**Niota:** Sandra Brakebill reported from Niota. The City of Niota government has continued to be in disarray. All of the increase in funding for the library from the revised county allocation has gone to cover the city's increased insurance costs. All other departments in Niota have also seen an increase in insurance costs. There was some discussion as to whether or not the insurance costs were distributed

evenly across all departments or if the library was being singled out to bear most of the increased insurance costs. It was agreed that Charlie would work with Sandra and Beth Mercer to talk to the City of Niota.

In other news, the library has been busy with children's story time and the baby guppies reading club. Martha Walden has volunteered to do preschool story time. They are holding Spanish lessons again this year. Sandra also attended the Geek the Library workshop and is working on implementing phase 1.

**E. G. Fisher** – Julie Forkner reported from E. G. Fisher. After several weeks of migration and training, the library is live on Verso Auto-Graphics. The migration went very smoothly and the new system is much more user friendly. The library hosted an ACA information session. The also hosted an international game day event, the CAL small works exhibit, teen writer's workshop, and Sweetwater Paranormal Research. Forkner also reported that there had been several petty thefts in the library, including 3 donation jars. They have installed a camera on the front desk.

**Ocoee River Regional Library:** Lauren Long reported that the three libraries that migrated to Verso are now live, and the migration went very well. The public response is that it is more patron friendly. The three libraries in McMinn County now using the Verso system are E. G. Fisher, Etowah, Englewood.

Long briefed the board on Geek the Library. It is a nationwide library awareness campaign designed to increase public awareness of what libraries do and how they are funded. The training session occurred on November 21 with 18 libraries participating. Karen Austin, with OCL, will be this area's mentor.

Long also reported that there will be another new director roundtable after 1<sup>st</sup> of year, as well as a Tech roundtable on December 10, Tuesday focusing on computer maintenance.

Long reported from the Regional library board meeting on the board's responsibility for public library marketing and advocacy. Trustees are encouraged to implement and participate in a planned marketing program. It has been suggested that a media contact list be developed.

Geek the Library, sponsored by Bill and Melinda Gates, OCLC, and TSLA, is a good way to promote your library. Geek the Library provides all the marketing materials.

**New Business:** Sandra Brakebill distributed a draft of the computer policies devised by her technology committee for the board's consideration. It was agreed that board members and librarians would study the policies and discuss them at the next meeting. There was general discussion about the state of policies for all libraries. Lauren Long reminded the board that since there is no city library board in Niota that it is the role of MCLB to help Niota, and any other library without a city board, to develop policies.

Julie Forkner gave a quick tour of the new Verso online catalog.

**Old Business:** Forkner distributed the meeting dates for 2014, stating that it was meant to help people plan their year. She noted that the May meeting fell on Memorial Day, and it was decided to reschedule that meeting for May 19.

Charlie Senn said that there was some paperwork to complete with the County in reference to Butch Carman's resignation and Robert Sherwood's appointment, but that he would work with John Gentry on getting Sherwood officially appointed.

Gail Anderson moved to adjourn the meeting.

Charlie Senn seconded.

All were in favor. The meeting was adjourned.



## McMinn County Library Board

January 27, 2014

The McMinn County Library Board met for a regularly scheduled meeting on Monday, January 27, at E. G. Fisher Public Library. Board members in attendance were Gail Anderson, Cindy Duncan, JoAnn Parker, Charlie Senn, Sandy Layman, Shelley Griffith, and Robert Sherwood. Librarians in attendance were Rachael Jones, Lorie Waters, Lauren Long, Julie Forkner, Sandra Brakebill, and Kristi Swafford.

Charlie Senn Presiding called the meeting to order.

The minutes from the November 25 meeting were distributed and reviewed.

Gail Anderson moved to accept the minutes as presented.

Cindy Duncan seconded the motion.

All were in favor; no opposition

The minutes were accepted as presented.

The bi-monthly financial reports and the MOE progress reports were distributed and reviewed.

Sandra Brakebill noted that Niota's reported city appropriation is being reviewed by Beth Mercer and Tammie Fairman and may change.

Joann Parker moved that the reports be accepted as presented.

Shelly Griffith seconded the motion.

The reports were accepted as presented without opposition.

### Library Reports:

**Calhoun:** Kristi Swafford reported that the Calhoun Public Library has hosted a Candy Cane hunt and participated in the city's Winter Fun Night. They are also collecting information to apply for a Southeast District Development Grant.

**Englewood:** Rachel Jones reported that the Englewood Public Library held their first family game night, which will continue on the last Tuesday of every month. Jones also reported that she would like to participate in interlibrary loan and join the Firefly courier service. The library has changed its hours to 12-6 every day, closed Wednesdays. Rachael has been busy rearranging and weeding the library. There are several volunteers helping out, but no Friends organization, yet. However, there is some discussion about starting one. The city has appointed an advisory library board. A book sale is being planned at end of school year along with the Summer Reading Program Kick-off.

**Etowah:** Lorrie Waters reported that they received a matching grant from the Etowah United Fund for juvenile non-fiction books; the Etowah Friends of the will provide the matching amount. With this year's LSTA funds, they have purchased new computers, a flatbed scanner and new software. They have two interns from McMinn Central High School. Both interns are high school seniors and will spend ten hours each searching for and applying for grants. This is part of a pilot program with the High School. Laura Murray, a UTK SIS ITRL student, is using the library for her school projects on a graduate school level. On March 25, the library will host An Evening with Friends. Catherine Primm, an Ootlewah vet, will be their guest. Dr. Primm was featured in a Woman's Day feature, "Meet the Vet." They are also serving as a collection point for the Jeans for Teens, a program to benefit homeless teens. Participating McMinn Central students have a chance to win a scholarship. Waters also reported that Sandra Brewer resigned

after last meeting. JoAnne Parker has volunteered to fill Sandra's vacancy. Julie will follow up with the County Commission about nomination and appointment letters.

**Niota:** Sandra Brakebill reported that the Niota Library has been continuing with their new story times. There are several volunteers helping out at the library. A TWC graduate thinking of pursuing graduate studies in SIS is now volunteering two times per week helping to upload books to Library World. With the end of support for Windows XP, the library will incur additional technology costs.

**E. G. Fisher:** Julie Forkner reported from E. G. Fisher that the leak in the tower roof has been repaired. JimBob Contracting has built a new roof over the existing flat roof to stop the leak. They have also covered the siding of the silo with metal siding to stop any leaks that might be coming from the seams in the existing wood siding. They have also added to the guttering to help facilitate run-off. The library will be replacing and updating the public computers to Windows 7 with the help of this year's LSTA funds.

**Ocoee River Regional Library–** Lauren Long reported from the Ocoee River Regional Library. She commended Rachael Jones for her efforts to start a Friends group in Englewood. She stated that Calhoun and Englewood do not have friends groups and asked for board members to help start friends groups to support our libraries. She also announced these upcoming events:

E-rate workshop for library directors at the Regional Office

Summer Reading Program Conference at Montgomery Bell State Park

The Ocoee River Regional Library board meeting

A Summer Reading Program in-service

Library Legislative Day in Nashville

Changing Face of Libraries with Corrine Hill

TLA annual conference

Long also distributed the READS report and noted that usage of READS continues to increase.

#### **Old Business:**

Charlie Senn asked for a follow up on the concerns from the Niota Library about the increase in the City of Niota's insurance costs being charged to the library. Cindy Duncan reported that she looked into the insurance cost distribution in Niota, and that the cost is being disbursed proportionately across all city departments. Duncan surmised that the distribution proportion is based on payroll. Sandra Brakebill stated that she felt the library should be charged less since they are only open 20 hours per week.

The acceptable use internet policies for Niota Public Library were discussed. Charlie Senn suggested that the library board consider setting one policy for all libraries in the county, with allowances for each library to restrict the policy further if needed. He commented that the policy presented was well conceived and asked how city library boards play into the role of policy making. Would city boards also need to approve a county-wide policy?

Sandy Layman moved to accept the internet policy for Niota as presented.

Robert Sherwood seconded the motion.

All were in favor.

The Acceptable Internet Use Policy for Niota was accepted as presented.

The Official Service Area Populations as determined by the TN State Library and Archives were discussed. Lauren Long reported that if the board would like to change the OSAP figure the proper procedure is for the board to send a letter to Beth Mercer explaining the changes desired. She will then forward the issue on to the State Librarian.

JoAnn Parker moved that the official OSAP numbers reflect the same numbers as the population distribution used in the county funding allocation.

Robert Sherwood seconded the motion.

All were in favor.

The official OSAP numbers will reflect the same numbers as the population distribution used in the county funding allocation.

Charlie Senn said that he would write a letter to Mrs. Mercer explaining that the board would like the OSAP figures to be the same as the population distribution numbers used in determining county funding allocation.

**New Business:**

Rachael Jones asked for the board's approval for the Englewood Public Library to participate in Interlibrary Loan and the Firefly Courier Service. Lauren Long explained that the State pays for the courier service and requires that the board sign a letter of agreement in order for a library to participate in Firefly.

Cindy Duncan moved that the board approve Englewood's participation in Interlibrary Loan and Firefly Courier service.

Joann Parker seconded the motion.

All were in favor.

Englewood was approved to participate in ILL and Firefly.

The next meeting will be March 24.

The meeting was adjourned.



McMinn County Library Board  
March 31, 2014

The McMinn County Library Board met for a regularly scheduled meeting on Monday, March 31, 2014 at E. G. Fisher Public Library. In attendance were librarians Rachel Jones, Lauren Long, Julie Forkner, and Sandra Brakebill. Board members in attendance were Sandy Layman, Gail Anderson, Debra Jones, Robert Sherwood, Shelley Griffith, and JoAnn Parker.

Vice-Chair Jordan Curtis, presiding, called the meeting to order.

The minutes from January 27 were distributed and reviewed.

Shelley Griffith moved that the minutes be accepted as presented.

Robert Sherwood seconded the motion.

The minutes from January 27 were accepted as presented.

The bi-monthly financial reports from all libraries were distributed and reviewed. Julie Forkner noted that this reported included corrected amounts for Niota from November/December. The Calhoun numbers, however, did not reflect the county disbursement. Forkner stated that she had been in touch with the city recorder and is expecting a corrected report.

Sandy Layman moved to accept the financial reports.

Gail Anderson seconded the motion.

All were in favor.

Forkner distributed the MOE progress report, reflecting each city's progress toward their Maintenance of Effort Agreement to date.

JoAnn Parker moved to accept the MOE progress report.

Debra Jones seconded.

All were in favor.

### **Library Reports**

**Calhoun** Robert Sherwood reported that Calhoun's issue with Sate has been resolved, and all money has been released and spent. The library has three new computers with Firefox and Chrome browsers. To date, the library has hosted a Winter Time fun night, an open house "Get Checked out at the library," Computer classes, and downloading e-books classes. Their Geek campaign has begun. The library's Facebook presence is proving to be effective.

**Englewood:** Rachel Jones reported from Englewood that she participated in the Geek the Library hockey game. She has started a story time every Saturday at 11. More volunteers are helping at the library. The city has approved update XP computers to Windows 7. The library will soon be able to offer wireless internet. The library is hosting a "Meet Your Candidate" event on April 11 at 6 with free child care.

**Etowah** –Debra Jones reported from Etowah. The Friends book sale takes place this weekend. They have hosted a business after hours.

**Niota** – Sandra Brakebill reported from Niota. The Signal Center is offering developmental screening at no charge to the community at the library. The library has two computers that are too old to upgrade. Sandra is not sure if they will have funds to update to Win 7. Spanish classes are continuing. SRP will be every Thursday in June including YA and Adult. Sandra also attended Geek the Library hockey night.

**EG Fisher** – Julie Forkner reported from E. G. Fisher. Fisher has upgraded 8 of the 27 computers that need to be upgraded to Windows 7. The next batch will be updated when IT staff is available. The library will have a brand new website which will launch in coordination with National Library Week. The library will begin its Geek Campaign in April, as well. Brianna Hanson represented E. G. Fisher at the Geek the Library Hockey Game. The library is currently planning the Summer Reading Program, which will kick-off on June 12.

**Ocoee River Regional Library** – Lauren Long reported from the Ocoee River Regional Library and distributed the enclosed report. She also informed the board that all state spending had been completed, and that Quarterly reports were due on April 15. The LSTA tech grants are in progress. Each library's long range plan is due to the Regional Library on May 30. Lauren also reported that Beth Mercer received the letter from the Board concerning the Official Service Area Population adjustments.

**Old Business:** JoAnn Parker has still not received her appointment letter from the county officially appointing her to the library board. Julie Forkner said that she would check with Mark Cochran at the County Mayor's office.

**New Business:** Julie asked for and received budget requests from each library. She said that she would compile the information and submit a budget request to the county.

The next meeting was previously set for May 19.

JoAnn Parker moved to adjourn the meeting.  
Shelley Griffith seconded.

The meeting was adjourned.

McMinn County Library Board  
May 19, 2014

The McMinn County Library Board met for a regularly scheduled meeting on May 19, 2014 at E. G. Fisher Public Library. Board members in attendance were Cindy Duncan, JoAnn Parker, Debra Jones, Jordan Curtis and Sandy Layman. Librarians in attendance were Kristi Swafford, Beth Mercer, Julie Forkner and Sandra Brakebill.

Jordan Curtis, presiding, called the meeting to order.

The minutes from March 31 were distributed and reviewed.

Jo Ann Parker moved to accept the minutes.

Sandy Layman seconded.

All were in favor. The minutes were accepted as presented.

The bimonthly financial report and MOE status report were distributed. Julie Forkner reported that there were no numbers from either Calhoun or Niota because of varying issues with each city.

Debra Jones moved to accept the reports as presented with the condition that the information from Niota and Calhoun be included as soon as it was received.

Jo Ann Parker seconded the motion.

All were in favor. The bimonthly financial report and the MOE status report were accepted with corrections pending.

**Library Reports**

**Calhoun:** Kristi Swafford reported from Calhoun. They have hosted an annual rabies clinic and a Zombie Run at the Meadowlands. They have launched their Geek the Library Campaign. All computers have been upgraded to Windows 7. They are ready for Summer Reading. They have also adopted the Shenandoah Boys Ranch.

**Englewood:** No representative

**Etowah:** Debra Jones reported from Etowah. The Summer Reading Program will begin in June. The city has granted the library a \$4,000 increase. The Long Range Plan has been completed and voted in. The FOL is planning a fundraiser for September 20 at Murphy Farm. The library is still having issues with handicap accessibility.

**Niota:** Sandra Brakebill reported from Niota. They began their Geek the Library campaign during National Library Week. They have held a book sale and used the event as an opportunity to distribute Geek materials. The library's long range plan has been completed and turned into the Regional office. They are still holding story times and their Summer Reading Program will offer events for all ages.

**E. G. Fisher Public Library:** Julie Forkner reported that E. G. Fisher had begun a Geek the Library campaign in coordination with National Library Week. The campaign will run through Christmas with events at Pumpkintown, MooFest and the Christmas Parade, among others. Of the 27 computers that need to be upgraded to Windows 7, 10 have been completed. The rest are scheduled to be upgraded. The

Summer Reading Program will begin on June 12 and will run through July 24. The tower roof began leaking again and a coat of sealant has been applied to the top flange of the silo. Forkner attended the TLA conference in Murfreesboro.

**Ocoee River Regional Library:** Beth Mercer reported from the Ocoee River Regional Library. She presented the Fall workshop schedule (included). She reminded all librarians that the LSTA application deadline is July 31, and informed the board that grant awards are influenced by attendance at the Trustee's Workshop. The Public Library Service Agreement needs to be signed by July 1 so that state funds for materials can be released.

Jo Ann Parker moved to approve the library service agreement.  
Debra Jones seconded the motion.  
All were in favor.

Mercer also reported that the 2014-15 Maintenance of Effort paperwork had to be completed and returned to the Regional Office by October 1 in order for the 2<sup>nd</sup> quarter of state allocations to be release. If the MOE paperwork is not returned by January 1, all 3<sup>rd</sup> quarter allocations for the libraries will go directly to READS.

**Old Business -- None**

#### **New Business**

Debra Jones announced that, due to responsibilities at work, she will need to resign from the board until 2015. MCLB will need to recommend a replacement to the Regional Board. Marilyn Joiner was recommended. Debra Jones said she would follow up with Marilyn Joiner. Julie Forkner also said that she would canvass the FOL board for interested parties.

Officers for the 2014-15 year were nominated.  
Charlie Senn was nominated to Chair.  
Jordan Curtis was nominated to Vice Chair.  
There were no nominations or volunteers for secretary/treasurer.

Jo Ann Parker moved to approve the nominations for Chair and Vice Chair and to approve a secretary/treasurer at the next meeting when more members would be present.  
Sandy Layman seconded the motion.  
All were in favor.  
Charlie Senn was elected Chair.  
Jordan Curtis was elected Vice Chair.

Sandy Layman moved to adjourn.  
Debra Jones seconded.  
The meeting was adjourned.