

McMinn County Library Board
November 23, 2020

The MCLB met on November 23, 2020, at 6:00 pm via Zoom as per Governor Lee's executive order due to COVID.

The following were in attendance: Tyler Forrest, Robert Sherwood, Timothy Womac, Robin Arms, Mickey Blevins, Lynn Perkinson, Patricia Ekiss, Maggie Hoffman, Peyton Eastman, and Liz Shreck

Tyler Forrest called the meeting to order.

The minutes from the meeting of September 28, 2020, were presented. Patricia Eikiss made a motion to approve, Maggie Hoffman seconded. The motion passed unanimously by voice vote.

Tim Womac presented the financials. The accounts are not as bad as expected despite there have not been any fundraisers and fines were down. We are currently in a good position due to the PPP loan. Lynn Perkinson suggested that an automatic drawdown be set up for the utility bill to prevent any accidental late charges.

Library reports:

Calhoun: Had to shut down for a week due to possible exposure, but they have reopened and are creating a school contact with Calhoun Elementary School

EG Fisher: Peyton Eastman reported that EGF is now open to the public until 7:00 PM on Thursdays, with staff staying until 8:00 pm for cleaning. See attached Director's Report.

EG Fisher FOL: Lynn Perkinson reported that there have been 2 pop up book sales with an excellent turnout. They brought in around \$1,100.

Englewood: Maggie Hoffman reported that Englewood library is now open from noon-6. They are receiving grants, and are currently recruiting new board members to the library board.

Etowah: Director Lara Crockett is currently beginning the groundwork for remodeling the basement of the library which is estimated to be \$250,000. Children's director Courtney Cline is continuing to do children's stories and activities online.

ORRL: Liz Shreck reminded the Trustees once again of the importance of receiving the Trustee Certification. Please see attached handouts.

Od Business:

EGFisher Hvac: 1 to 2 units a year need to be replaced until all old units are replaced. Priority needs to be on the main library as that gets the hottest in the summer.

The outside of the building also needs to be painted.

A motion was made by Robin Arms that the board request a 1/3 split with McMinn County and Athens City to replace 1 HVAC unit and for the painting of the outside of the building as next year's capital project. Robert Sherwood seconded. The motion passed unanimously by voice vote.

Tyler is still waiting to hear from Chris Trew about personnel policies and Covid.

The financial discussion is moved to January.

New Business:

An amendment was made to Peyton Eastman's contract. Upon being hired, she had verbally agreed to either complete a Master's in Library Science (MILS) or the Public Library Management Institute (PLMI) offered by the Tennessee State Library and Archives within five years of her initial appointment as Library Director, but this was not added to the contract. Patricia Ekiss made a motion to add this amendment to the contract and seconded by Robin Arms. The motion passed unanimously by voice vote,

Peyton Eastman presented her 2021 goals as Director of EG Fisher library. (See attached) Robert Sherwood moved and Maggie Hoffman seconded the acceptance of the goals. The motion passed unanimously by voice vote. Peyton was asked to periodically share updates with the board on the goals accomplished.

Peyton brought forward a proposal by a donor who wished to give each of the staff a bonus and personally hand it to them. Lynn suggested that Liz look into what the State of TN says about this type of donation. Tyler and Peyton will also speak to the accountant about it as well.

FOL use change of property: Discussion was held on the possibility of removing the trailer that is currently used for FOL book storage and is leaking to two utility buildings, which will need to be placed on concrete slabs. The discussion was tabled until Peyton could look into what the insurance would cover.

Peyton presented a Chromebook policy. A valid photo ID will be required to check out. Patricia Ekiss made a motion to accept the policy, Robert Sherwood seconded. The motion passed unanimously by voice vote.

Homeless population: Peyton had reached out to Parks and Rec inquiring about their policy. She will be in touch with Athens Police Department about checking on the property after hours.

The nominating committee will begin to look for a replacement as Robert Sherwood is due to roll off this year.

Public Comments:

None

Other:

Lynn Perkinson suggested that we make sure that all of our Covid policies align with current CDC guidelines.

Maggie Hoffman moved to adjourn and Patricia Ekiss seconded. The next meeting will be on January 25, 2021, at 6 pm.