

McMinn County Library Board

July 28, 2014

The McMinn County Library Board met for a regularly scheduled meeting on July 28, 2014 at E. G. Fisher Public Library. In attendance were Jordan Curtis, Lynn Perkinson, Sandy Layman, Sandra Brakebill, Gail Anderson, Rachel Jones Julie Forkner, Lauren Long and Lorie Waters.

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

The minutes from the May 19th meeting were distributed and reviewed.

Gail Anderson moved to accept the minutes.

Sandy Layman seconded the motion.

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

The bimonthly library reports and the Maintenance of Effort progress report were distributed and reviewed.

Sandy Layman moved to accept the financial and MOE progress reports as presented.

Gail Anderson seconded the motion.

All were in favor. The library reports and MOE progress report were accepted as presented.

The board welcomed Lynn Perkinson, a new representative from the City of Athens, filling Shelley Griffith's expired term.

Library Reports:

Calhoun: no representative

Etowah: Lorie Waters reported from Etowah. Summer Reading program will finish up this month. 103 children registered for SRP. The library held 15 programs and 545 children in attendance and 309 adults. The library is participating in the Verso update. The Friends of the Etowah Carnegie Library will hold a Brew and Chew Fundraising Gala at Murphy Farm on September 20. Tickets are \$20/person. Tim Poteet and Jody Manross Trio will perform.

Englewood: Rachel Jones reported from Englewood. Summer Reading Program continues with 2 programs per week. 28 children registered and 18 children completed the SRP. The winner read 86 hrs/month. Teen programming doesn't have much interest. There is a silent library event coming up. Cupcake wars planned for adults with celebrity judges. LSTA grant in process. Board of Commissioners meeting, b/c of insurance laws, wanted to reduce Rachel's hours. Not changing library hours, but have offered a full time position by adding 10 hours for the city.

Niota: Sandra Brakebill reported from Niota. Programs are limited because of space. Sandra is working on a proposal to the city to enlarge the library. She will be attending PLMI next week at Fall Creek Falls. The Summer Reading Program has been completed. Sandy Layman has been offering art class – puppets and storytelling. The library hosted a Native American dance team. Adult SRP supplied potted tomato and pepper plants for the library's entranceway. A volunteer has been teaching computer classes.

Sandra is working on her LSTA grant as well as the E-rate/USAC grant reimbursement. Story times are continuing regularly. The library is again offering Spanish classes 2x/yr. The Fried Green Tomato festival will take place on the first Saturday in September. The Library will hold a book and bake sale at the festival.

Lauren Long commented that this board is responsible for supporting their librarians by approving long range plans, tech plans, and library policies. She also mentioned that the board needs to revisit its by-laws and asked that this be considered as new business in the coming year.

EGF: Julie Forkner reported from E. G. Fisher. The Summer Reading Program will end tomorrow, July 29, with the Teen and Adult Finale. The Library will be giving away 2 Kindle Fires as grand prizes. 414 children registered for the Summer Reading Program. 77 teens and 80 adults registered for the Summer Reading Program. Forkner reported that the E. G. Fisher Advisory board has considered a proposal to re-carpet and renovate the library. Forkner will pursue funding sources, including a state construction grant, and renovation plans. The library has switched Internet providers from ATT to Comcast, resulting in a much faster connection.

ORRL: Lauren Long reported for the Ocoee River Regional Library. She stated that the new TN Standards for Non-Metropolitan Libraries are now “live” and in effect. She distributed information packets on the new standards to all librarians and board members. She advised the board of the upcoming events:

- In-service for Data Collection
- Focus on Standards on Tuesday August 12
- Trustee Workshop dates posted

She reminded library directors that Quarterly Reports and the SRP survey are now due. She reported that the Integrate Library System, Verso, is upgrading to cloud solution to make it easier for mobile devices to navigate the catalog. This will be a major change to our circulation system.

Long also reminded everyone that the deadline for LSTA tech grants, a 50/50 matching grant for computers and other technology, is July 31.

Long also reminded everyone that this year’s state materials allocation is dependent on the MOE paperwork being turned into the Regional Library before October 1.

Longs also presented the READS numbers, counting the amount of electronic downloads of e-books and audiobooks for each library and noted that the numbers continue to increase for everyone.

Old Business:

Julie Forkner asked for nominations for the position of Secretary/Treasurer. Lynn Perkinson volunteered to fill the vacant position.

Gail Anderson moved to accept Lynn as secretary.

Sandy layman seconded the motions.

All were in favor. Lynn Perkinson was elected secretary/treasurer for FY 2014-15.

New Business

Julie Forkner distributed the proposed operating budget for E.G. Fisher for FY 2014-15. She noted that the Advisory Board for E. G. Fisher had already reviewed the budget and recommended that the board accept is as presented.

Gail Anderson moved to accept the budget as presented.

Sandy Layman seconded.

All were in favor. The budget was accepted as presented.

The next meeting was scheduled for September 22.

Meeting adjourned.

The McMinn county Library Board met in a called meeting on September 29, 2014 at E.G. Fisher Public Library at 5:30 P.M. The meeting was called due to a lack of a quorum at the regularly scheduled meeting of September 14, 2014.

In attendance were: Charlie Senn, Jordan Curtis, Lynn Perkinson, Lauren Long, Julie Forkner, Sandra Brakebill, Lorie Waters, Rachel Jones

Visitors: Joyce Baker, Katie Morgan

A quorum was met.

Chairman Charlie Senn , presiding, called the meeting to order.

Chairman Senn asked for a motion to accept the minutes as presented. Jordan Curtis moved to accept and Lynn Perkinson provided the second. The motion carried without debate.

Chairman Senn introduced himself as did each attendee.

Chairman Senn recommended to the MCLB that Joyce Baker and Katie Morgan be recommended by acclamation to the McMinn County Commission for appointment to the MCLB. The MCLB approved the recommendation by acclamation.

Chairman Senn asked for a motion to accept the finance report. Jordan Curtis moved the report be accepted as presented with Lynn Perkinson providing the second. Discussion followed with Julie Forkner referencing Etowah's YTD column. It is incomplete because the checks from the County were issued after the report was compiled. Charlie Senn asked Julie to provide a detailed explanation of the report for the new members. She explained the expenditures (colored) and that the County's allocations were listed below. The data will be sent to the Regional Board to prove the MOE was upheld.

Julie Forkner suggested the acceptance of Katie Morgan and Joyce Baker as voting members of the MCLB. No dissent was heard.

Library Reports:

Calhoun Public Library: Julie Forkner read a report submitted by Kristi Swafford. The report is attached to the minutes.

E.G. Fisher Public Library: Julie Forkner reported EGFPL has started a new math club. It is for children in grades K-5. She also stated EGFPL has 3 new employees. The positions are a library clerk, Web Services Librarian, and a Bookkeeper (separate from a purchasing). Additionally, Julie said EGFPL has received a grant from VEC to help with a mural in the children's area. Becky Bryant and her students will complete the mural. It will be a lesson in perspective for the students.

Englewood Public Library: Rachel Jones reported she is surveying patrons with regard to changing the library hours. She feels moving to winter hours year round would allow her to add 6 hours to late hours two days a week and close

on Saturdays. Rachel also asked for help to start a Friends Group. She is planning a City Wide Block Party on Halloween in an effort to promote the library. Additionally, Rachel has joined the Lions Club.

Etowah Carnegie Public Library: Lorie Waters reported the Brew and Chew was a successful event. The evening was perfect and profitable. She plans to hold the event again next year. Lorie said the library is in a state of flux. She has a new hire and hopes to make headway with her fall planning. Lorie is considering a Fall Festival and an Evening with Friends on November 11. She stated she has received the LSTA grant but does not know the dollar amount at this time.

Niota Public Library: Sandra Brakebill reported she is holding internet classes at this time. She also reported she held a Book/Bake Sale during the Fried Green Tomato Festival. Sandra also applied for the LSTA grant. She shared two activities she enjoyed while attending the PLMI. It is a 3 year program sponsored by the state library for certification in Public Library Management. Sandra made a request for a donation of a 5 drawer file cabinet.

Ocoee River Regional Library: Two handouts were shared. One dealt with R.E.A.D.S numbers from the state. The other handout with the State Library TSLA Scholarship. Additionally, mention was made of training for Director's in Sevierville on October 23, 2014.

Old Business

By-laws: Charlie Senn asked Jordan Curtis to sum up last week's by-laws discussion. Jordan shared that Lauren Long provided templates. Loudon County's bylaws were in final draft. Jordan suggested a committee be formed.

Charlie Senn stated he was frustrated by them. They were no longer appropriate for the board now in existence. He said it was an opportunity to reimagine what this board might be. McMinn County has one of the most challenging structures of libraries in Tennessee. Four have line items within city budgets and EGFPL is intertwined with the city and county. Charlie used the example of EGFPL being the only library with a check book and yearly audit cost of \$6,000-\$7,000 a year. He also stated the Chair has no power and the library is accountable to the Mayor. The MCLB only approves the budget for EGFPL. Charlie said the issue of dividing the monies equitably has been settled with the county librarians can now meet professionally. He questioned why the MCLB was needed for this. Page 19 of the Standards was referenced citing the need for governance. Sandra Brakebill mentioned the idea of branches. Charlie Senn said cities could then release librarians and hire a manager. Jordan Curtis said there is more to do than just bylaws. He feels there needs to be an understanding of the role of the MCLB within McMinn County. Charlie Senn stated EGFPL is in a good position. They are not required to bid jobs out but when they have real needs there is no place to go. Governing is no help with this. FOL and private donations cover approximately 1/3 of EGFPL budget. Joyce Baker addressed Lauren Long. Joyce said the MCLB is the legally established governing board. They distribute the money and are the legal entity for Regional Library membership. She feels we should review the top ten library laws. It would be good to establish the mission of this board. Etowah has a city board but the others do not. She suggested we read the 5 roles of a library and start with a mission. Charlie Senn said last year's trustee workshop said the chair was to do the annual reviews of librarians. He said he can't do this. He feels the board can't do this and do it well. He used the example of how funds are allocated from the county. Lauren Long stated this board has the authority to accept other monies. Sandra Brakebill expressed frustration with lack of help from the MCLB and referenced a committee that had been established to help her develop policies. The committee never came together and she had to seek help elsewhere. Sandra questioned approval of bylaws.

The McMinn County Library Board met in a called meeting on October 21, 2014 at E.G. Fisher Public Library at 5:30 P.M. The meeting was called for the purpose of establishing a Bylaws Committee.

In attendance was: Jordan Curtis, Lynn Perkinson, Gail Anderson, Lois Preece, Katie Morgan, Joyce Baker, Julie Forkner, and Sandra Brakebill

A quorum was met. Jordan Curtis presiding.

Jordan Curtis asked for a motion to appoint a Bylaws Review Committee with a report to follow up at the next regularly scheduled meeting. The motion was made by Lynn Perkinson and seconded by Gail Anderson. The motion carried.

Discussion: Lynn Perkinson explained she asked for this meeting. She was concerned that waiting to November or possibly January to begin work on the Bylaws would push the effort into the time of year when the MCLB begins to restructure. Jordan noted Lauren Long had provided us with templates to work from. Gail Anderson asked how often the committee would need to meet. Jordan noted the bylaws had not been touched in a long time. Lynn felt draft from Loudon County would make short work of the effort as they have already had an attorney review the draft. Joyce Baker mentioned that once the bylaws were in good shape our next responsibility would be to help librarians. Lynn Perkinson felt the committee should be made up of MCLB Trustees and the librarians would be given time to review and suggest changes once a draft was ready. The group was polled for interest and availability. Jordan Curtis, Joyce Baker, and Lynn Perkinson were appointed to the Ad Hoc Bylaws Committee however, all Trustees are welcome. They will report at the regularly scheduled meeting in November.

The next meeting will be November 24, 2014.

Meeting adjourned.

Respectfully submitted,

Lynn S. Perkinson

Secretary

McMinn County Library Board

November 24,

2014

The McMinn county Library Board met in a regularly scheduled meeting on November 24, 2014 in the Community Room of the E.G. Fisher Public Library at 5:30 P.M.

In attendance were: Lynn Perkinson, Gail Anderson, Joyce Baker, Julie Forkner, Sandra Brakebill,

Visitor: John Walker

A quorum was not met.

Respectfully submitted,

Lynn S. Perkinson
Secretary
County Library Board

McMinn

Meeting

January 26, 2015

The McMinn County Library Board met for the regularly scheduled bimonthly meeting on January 26, 2015 at E.G. Fisher Public Library at 5:30 P.M.

In attendance were: Charlie Senn, Jordan Curtis, Lynn Perkinson, Gail Anderson, Joyce Baker, Kristi Swafford, Julie Forkner, Sandra Brakebill, Rachel Jones, Lois Preece, Beth Mercer

A quorum was met.

Chairman Charlie Senn, presiding, called the meeting to order.

Chairman Senn asked for a motion to accept the minutes as corrected. Jordan Curtis moved to accept and Joyce Baker provided the second following a correction requiring the capitalization of the third word in line one. The motion carried without dissent.

Chairman Senn asked for a motion to accept the finance report. Lynn Perkinson moved the report be accepted as presented with Jordan Curtis providing the second following an error corrected by Julie Forkner involving the training of a new bookkeeper. The motion carried without dissent.

Library Reports:

Calhoun Public Library: Kristi Swafford did not report on programming at the Calhoun Public Library.

E.G. Fisher Public Library: Julie Forkner reviewed programs planned for Black History Month as well as programming geared toward school age children and teens. She noted the mural in the children's area was complete and updated the board on the progress of renovations underway.

Englewood Public Library: Rachel Jones said the change in hours of service at the library has been well received. She is planning a Book Sale the first weekend in February. The money taken in will go toward the Summer Reading Program.

Etowah Carnegie Public Library: Beth Mercer reported Lorie Waters had resigned as Director of the Carnegie Library. The City of Etowah is beginning a search for a new Director.

Niota Public Library: Lois Preece indicated services need to pick up at the Niota Library. This is with regard to the Niota Finance Commissioner coming out in favor of defunding the Niota Library. Beth Mercer explained the MOE agreement is between the Regional Library and the City of Niota. If the city is in financial difficulty, the state should be notified and asked for direction in handling the matter. She also indicated it would be more difficult to re-establish a library after it has been closed. Beth expressed a willingness of the Regional Library Office to work with the commissioners. Sandra Brakebill said patrons of the library are upset about the issue. Ideas to mount a campaign to emphasize the libraries importance were shared.

McMinn County Library Board
23, 2015

March
Agenda

Call to Order

Approval of Minutes from January 26, 2015

Search Committee for E. G. Fisher
Interim Director

Bimonthly and MOE reports

Library Reports

Calhoun Public Library

E.G. Fisher Public Library

Englewood Public Library

Etowah Carnegie Public Library

Niota Public Library

Ocoee River Regional Public Library

Old Business

By-Laws

Budget Funding Process

New Business

Appointment of Nominating Comm.

Next meeting: May 25, 2015

Adjourn

McMinn County Library Board

March 23, 2015

The McMinn County Library Board met on March 23, 2015 at the E.G. Fisher Public Library in the Varanow Community room at 5:30 P.M. for a regularly scheduled bi-monthly meeting.

In attendance were: Charlie Senn, Jordan Curtis, Lynn Perkinson, JoAnn Parker, Joyce Baker, Beth Mercer, Sandra Brakebill

Guest: Christina Marceaux

A quorum was met.

Call to Order

Chairman Charlie Senn, presiding, called the meeting to order.

Approval of Minutes

Chairman Senn asked for a motion to approve the minutes. JoAnn Parker made the motion to approve. Jordan Curtis provided a second. The motion passed without discussion.

Bi-Monthly and MOE Reports

Due to incomplete data submitted to complete the reports a motion was made by JoAnn Parker to table the reports. Joyce Baker provided a second. The motion passed without discussion.

Library Reports

Calhoun Public Library: Christina Marceaux will be approved as the Calhoun Public Library Librarian at the next City Council Meeting. She does not have experience as a librarian but Beth Mercer will be working with her.

Etowah Carnegie Public Library: JoAnn Parker shared this summer the library will be celebrating the 100th anniversary of the library. Lara Crockett, the new librarian, was attending the City commission Meeting tonight.

Niota Public Library: Sandra Brakebill reviewed the programs currently being hosted at the Niota Library. She is working on the LSTA Grant.

E.G. Fisher Public Library: Joyce Baker reported Julie Forkner was at a competitive grant writing workshop.

Ocoee River Regional Library: Beth Mercer passed out SRP training info. The training will be held in Oak ridge on April 10, 2015. She also passed out the READS Report. Beth asked that all LSTA monies be spent with invoices dated by April 30, 2015.

Old Business

By-Laws: Lynn Perkinson asked that comments be sent to her.

Budget Process: Deferred until Julie Forkner returns.

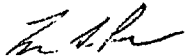
New Business

Nominating Committee: Charlie Senn appointed Jordan Curtis to chair the Nominating Committee. He instructed Jordan to query the board and then check with Julie Forkner. Charlie asked to reschedule the May 25, 2015 meeting Board members Joyce Baker and Katie Morgan are rotating off and will need to be presented to the McMinn County Commission for appointment to their first 3 year term.

Adjourn: Motion to adjourn made by JoAnn Parker and seconded by Jordan Curtis.

Next meeting: TBD

Respectfully submitted,



Lynn S. Perkinson

McMinn County Library Board

April 16, 2015

The McMinn County Library Board met in a special called meeting on Thursday, April 16, 2015 to discuss proposed changes to the bylaws. In attendance were Lois Preece, Gail Anderson, Lynn Perkinson, Joyce Baker, Robert Sherwood, Lara Crockett, and Julie Forkner.

Lynn Perkinson, presiding, called the meeting to order.

Lynn Perkinson distributed the most recent version of the bylaws, incorporating additions and comments from Charlie Senn, and called for discussion.

It was agreed that the following changes would be made:

Article II: The sentence reading "The Director of E. G. Fisher Public Library executes this responsibility..." will be stricken.

Article VI: The sentence "The Board has established an Advisory Committee to provide guidance to E. G. Fisher Public Library" will remain.

Article VII: The second paragraph will be revised to read "The Board shall work with the respective libraries, as requested by each library, to facilitate their budget process as the work with their respective cities in their budget process. The Board may receive..."

All other changes remain intact.

It was agreed that the board would consult with Judge Hagler of Bradley County concerning the wording for Article VIII.

Robert Sherwood moved to accept the bylaws with the above changes with the exception of Article VIII. The wording of Article VIII will be deferred until the board can receive further guidance.

Lois Preece seconded the motion.

All were in favor.

The changes to the bylaws were accepted with the exception of Article VIII.

The meeting was adjourned.

McMinn County Library Board

April 16, 2015

The McMinn County Library Board met in a special called meeting on Thursday, April 16, 2015 to discuss the proposed budget request to McMinn County. In attendance were Lois Preece, Gail Anderson, Lynn Perkinson, Joyce Baker, Robert Sherwood, Lara Crockett, and Julie Forkner.

Lynn Perkinson, presiding, called the meeting to order.

Julie Forkner distributed a draft of the budget request letter. Forkner explained that three of the four community libraries asked for funds to support a new position in their respective libraries. Forkner explained that since library employees are employees of each respective city, it was unlikely for the county to pass a budget increase for the purpose of hiring new employees. Forkner explained that in the opinion of the board chair, Charlie Senn, the request most likely to be accepted by the county was one based on increased operational costs due to inflation.

Gail Anderson moved to accept the proposed budget request asking for a 2% increase above inflation.

Lois Preece seconded the motion.

All were in favor.

The proposed budget request was accepted.

The meeting was adjourned.

McMinn County Library Board

July 27, 2015

The McMinn County Library Board met on Monday, July 27, 2015 in a regular meeting. In attendance were Lynn Perkinson, Joyce Baker, Robert Sherwood, Gail Anderson, Jo Ann Parker, Hal Buttram, Lara Crockett, Erica Lauder milk, Beth Mercer and Julie Forkner.

Lynn Perkinson, presiding, called the meeting to order.

Lynn Perkinson called for the election of the Ocoee Regional Library representatives: Joyce Baker and Katie Morgan. They were elected unanimously. The election of a secretary and/or treasurer was delayed.

The minutes for the April 16 called meetings were approved.

The Bimonthly and MOE Reports for May and June were distributed and accepted.

Beth Mercer reported for the Calhoun Public Library. The reporting for finances has changed.

E.G. Fisher Library report was given by Julie Forkner. Hal Buttram moved that the annual budget be approved. There was a second and unanimous approval for the budget.

Erica Lauder milk presented a report for the Englewood Public Library. They need items for Fright Night in October.

Etowah Carnegie Public Library received a grant and had a FOL activity at Savannah Oaks. According to Lara Crockett.

There was no report from the Niota Public Library.

Ocoee River Regional Library was represented by Beth Mercer.

With no representative of the Niota Library present, the request for hiring at Niota was tabled.

Vice-chairperson Lynn Perkinson reviewed the status of the by-laws. The main point of concern is still the Fisher Advisory Committee, formerly Advisory Board.

Under new business the board voted a expression of appreciation to Charles Senn, Dr. Shelly Griffith and Jordan Curtis to presented at the next Fisher Advisory Board.

Under new business additional changes to the by-laws such as meeting dates and time limits for service were raise as points to be considered.

Our next McMinn County Library Board meeting is September 28, 2015. Meeting was adjourned.

McMinn County Library Board

September 28, 2015

The McMinn County Library Board met for a regularly scheduled meeting on September 28, 2015. In attendance were Beth Mercer, Hal Buttram, Joyce Baker, Katie Morgan, Robert Sherwood and Julie Forkner.

A quorum was not met. No business was conducted.

McMinn County Library Board

January 24, 2016

The McMinn County Library Board met on Monday, January 24, 2016 in a regular meeting. In attendance were Joyce Baker, Lynn Perkinson, Hal Buttram, Yanira Vasquez, Robin Arms, Gail Anderson, Lois Preece, Beth Mercer and Julie Forkner.

Joyce Baker, presiding, called the meeting to order.

Hal Buttram moved the approval of the meeting from July, 2015. The motion was seconded by Lynn Perkinson and approved unanimously.

Lois Preece called for the election of the Etowah Carnegie Library representative: Robin Arms. Hal Buttram seconded the motion and it was approved unanimously.

The Bimonthly and MOE Reports for July through December were distributed and accepted.

There was no report from the Calhoun Public Library.

E.G. Fisher Library report was given by Julie Forkner. It focused on Black History Month.

Gail Anderson presented a report for the Englewood Public Library. They are changing the library hours and incorporating a reading program.

Etowah Carnegie Public Library staff, according to Robin Arms, is still excited about the donation toward the elevator. Efforts are going forward with regards to architect and other items.

Ocoee River Regional Library was represented by Beth Mercer. She requested that we each complete the Tennessee Broadband Assessment online.

Committee Report:

Fisher Advisory Committee: Hal Buttram reported on the actions of this committee. They are now very interested in becoming a full board with by-laws. Hal Buttram moved that a Board of Directors be appointed. The Board members will be Bill Biddle, Bunny Browder, Hal Buttram, Bryan Jackson, Mike Jaquish, Lynn Perkinson and Yanira Vasquez. Coming from a committee, a second was not required. The motion passed unanimously. It is understood that the temporary board would continue to share its activities with the McMinn County Library Board. It cannot be a full board until it has completed the paperwork to become trustees of the E. G. Fisher public Library.

Ad hoc committee on by-laws recognized that the McMinn County Library Board By-laws will need further revision with the possible establishment of the E.G. Fisher Public Library Board.

Old Business: We reviewed a portion of the Trustees workshop from October 6, 2015, with regard to speaking with one voice to the media. Lynn Perkinson suggested that we should review the appropriate

policies from the individual libraries and then establish a procedure for our board to make a unified response.

New Business: Although the agenda listed budget preparation and goals, there was not adequate time to discuss these issues.

Next Meeting: March 28, 2016

Adjourn

Minutes prepared by Joyce R. Baker

February 15, 2015