

McMinn County Library Board

July 23, 2018

The McMinn County Library Board met on July 23, 2018 at the E.G. Fisher Public Library in the Varanow Community room at 6:00 P.M. for a regularly scheduled meeting.

In attendance: Robert Sherwood, Lynn Perkinson, Joyce Baker, Tim Womac, Joan Moore, Liz Schreck, Katie Hiney

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Motion made by Joyce Baker to accept Joan Moore and Everett Gillespie as appointees to the MCLB as representatives of the City of Athens. A second was provided by Lynn Perkinson. The motion passed without discussion.

Approval of Minutes: Motion made by Joyce Baker to approve the minutes of July 18, 2018. A second was provided by Robert Sherwood. The motion passed without discussion.

Bi-Monthly and MOE Reports

The reports were not available due to incomplete data submitted to complete the reports.

Financials were not made available to the board.

The MCLB checking account has been closed at BB&T as the county will be able to cut the checks directly to the MCLB to then be signed over to each library. The \$1500+ dollars being used to hold the account open has been returned to the E.G. Fisher Public Library to be used for capital expenses.

Library Reports

Calhoun Public Library: The library has conducted a Summer Reading Program and a Touch a Truck Event.

E.G. Fisher Public Library: The board congratulated Katie Hiney upon being recognized as one of the 20 Under 40 program sponsored by the DPA.

Katie is reworking how she tracks spending for the board, City Council, and County Commission. She is also working on a Donor Campaign, USDA grant for the restrooms, and Long Range Plan. Katie informed the board of the next audit date. It is set for 10/2/18.

Katie indicated the Summer Reading Program is coming in under budget and there are two new staff members.

Katie stated she had received a written request from a part time employee for medical coverage. Katie said she could make it work by making line item adjustment to Tech/Programs. The rebidding of lawn care may also help with this. Joan Moore questioned the current policy for providing healthcare. The current policy indicates it is to be available to fulltime employees. Concern was expressed about going outside policy. Robert Sherwood indicated sympathy for the request but the board would ^{not} policy.

Ocoee River Regional Library: Liz Schreck reviewed training at the Regional Library office.

Robert Sherwood signed the OSAP document of user service. Liz distributed information relating to MOE/TIERS and READS.

Old Business

Budget: Katie Hiney said off to a good start. A draw down was made in good faith when the Mechanical Systems check hit the account.

Katie is working on a Wish List. The County has cleaned out the gutters and addressed lighting in main gallery. They are also checking HVAC fluids and filters. Katie is creating a maintenance checklist.

Evaluation: Joyce Baker reported receiving only 4 responses. Robert Sherwood asked if it would be awkward for Katie to remain. Joyce said she would get a copy anyway so stay. Joyce did not like the workstation at the library so she went home to complete on her own computer. Joyce read two comments and said she sees all pluses.

Joan Moore questioned the director's personnel file. How and where it was kept and secured as it is important for future information.

Joyce Baker said would create and publish summary to board and director.

Lynn Perkinson questioned process as the committee chair worked independently of the committee with the exception of the first meeting.

Robert Sherwood said the committee was to reassemble and review data and then provide the board with a summary.

New Business

No New Business

Adjourn: Motion to adjourn made by Joan Moore with a second provided by Tim Womac. Motion passed without discussion.

Next meeting: September 24, 2018

Respectfully submitted,

Lynn Perkinson, Secretary
MCLB

McMinn County Library Board
September 24, 2018

The McMinn County Library Board met on September 24, 2018 at the E.G. Fisher Public Library in the Varanow Community room at 6:00 P.M. for a regularly scheduled meeting.

In attendance: Robert Sherwood, Lynn Perkinson, Tim Womac, Joan Moore, Wanda Worley, Everett Gillespie, Katie Hiney, *Robin Arms*

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Everette Gillespie was seated as the newest member of the McMinn County Library Board.

Approval of Minutes: Motion made by Joan Moore to approve the minutes of July 18, 2018 with correction to paragraph 1 of page 2 (last sentence: insertion of the word follow before the word policy). A second was provided by Everette Gillespie. The motion passed without further discussion.

Bi-Monthly and MOE Reports

Treasurer Tim Womac indicated a drawdown of \$11,000 was made on the Simmons Account on September 10, 2018 and an additional drawdown of \$7,500 was made September 2, 2018. The drawdowns were to cover payroll and outstanding bills. The McMinn County 1st quarterly MOE checks and approaching 2nd quarterly checks will be sufficient to replace the drawdowns.

checks need correcting

Tim Womac provided a handout listing the new MOE amounts by library. Mr. Luallen assisted with this explanation for the board as the county increased MOE to the MCLB.

Going forward, the MOE payments will be as follows: Etowah: \$6,392.53 Niota: \$1,712.16 Calhoun: \$2,426.41 Englewood: \$3,085.71 EGFPL: \$23,221.95.

Tim Womac stated the MOE Report was being passed around the county for the purpose of verification.

A motion to accept the report was made by Wanda Worley. A second was provided by Robin Arms. The vote passed without further discussion.

Library Reports

Calhoun: The following programs are taking place: Reading Programs, Cyber Security Training, and Library Resources.

EGFPL: There has been a review of tracking and sheets; pursuing grants; programming; letter sent to APD; EGF quarterly highlights sent to elected officials; Katie will be presenting at the TN Share event in Nashville.

Additionally, the OHNO Food Truck will park at the library 1 day/week from 10-4 10% of proceeds will go to the library. Proof of permits/insurance and other such information will need to be provided before allowing this.

A new policy for replacing damaged books was discussed. Patrons are to be notified the library will be replacing the damaged books as opposed to the patron.

Englewood: the library is applying for grants; 20 Summer Reading events were held in July with 107 attendees; trainings have been attended at ORRL.

Etowah: the library is hosting CAL member Sheila Chesanow; meet an author program on 10/13/18 (Kenneth Johnson); they are updating their Social Media Policy; they have added a Public Library Civil Rights Act of 1964-Title VI Data Collection Form; they are expecting a Historic Carnegie Library Sign.

Niota: no report.

ORRL: (provided by Katie Hiney) the Trustee Training schedule was mentioned; the Trustee Certification on-line course was also mentioned as well as upcoming training opportunities.

Old Business

The Director's review was moved to the next meeting. No Evaluation Committee Report.

A Wish List of building needs was discussed. The discussion included the roof leak; painting of the outside and checking the soffit along the back of the building.

New Business

Lynn Perkinson will follow-up on the issue of individuals jumping into the creek.

Katie Hiney will follow-up on the pending increase in insurance.

Motion to adjourn was made by Tim Womac. Motion seconded by Robin Arms. The motion passed without discussion.

The next meeting will be held on Monday, November 26, 2018.

Respectfully submitted,

Lynn Perkinson, secretary

MCLB

McMinn County Library Board
December 10, 2018

The McMinn County Library Board met on December 10, 2018 at the E.G. Fisher Public Library in the Varanow Community room at 6:00 P.M. The regularly scheduled meeting of November 26, 2018 was rescheduled for December 10, 2018.

In attendance: Robert Sherwood, Lynn Perkinson, Tim Womac , Joan Moore, Wanda Worley, Everett Gillespie, Joyce Baker Katie Hiney

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Approval of Minutes: Motion made by Joyce Baker to accept the minutes of September 24, 2018 as corrected. A second was provided by Everett Gillespie. The motion passed without further discussion.

Bi-Monthly and MOE Reports

Treasurer Tim Womac shared a hand- out with the board titled Statement of Assets, Liability, and Equity (Income Tax Basis). Tim reviewed the hand-out with the board.

Library Reports

Calhoun: Robert Sherwood reported Calhoun had received a letter from State Librarian Chuck Sherrill. The City Manager of Calhoun, Joe Bryant, responded to it.

EGFPL: Katie Hiney provided a hand-out. She indicated she is preparing to fill the Circulation Manager vacancy. Katie provided an update on the Donor Campaign. Three hundred letters were sent and to date have generated \$3,885. Katie also indicated she is working on a Maintenance Wish List.

Additionally, the portion of the drawdown from Simmons Bank that was not used for capital improvement will be returned to the account.

Englewood: The library has hosted author visits. The next board meeting will be in January.

Etowah: No report.

Niota: No report.

ORRL: No report.

Committees

Budget Committee: The committee is working to balance the budget.

Infrastructure Committee: The committee is working toward two bids included in Katie Hiney's hand-out.

Old Business

The Director's Evaluation was reviewed by Joyce Baker. There were not enough copies for everyone. Joyce said four people agreed she was doing an excellent job.

New Business

Lynn Perkinson referred to an HR training session at the ORRL. The facilitator of the session indicated the board needed to develop a policy with regard to maintaining the Director's File.

Motion to adjourn was made by Wanda Worley. Motion seconded by Joan Moore. The motion passed without discussion.

The next meeting will be held on Monday, January 28, 2019.

Respectfully submitted,

Lynn Perkinson, secretary

MCLB

McMinn County Library Board
January 28, 2019

The McMinn County Library Board met on January 28, 2019 at the E.G. Fisher Public Library in the Varanow Community room at 6:00 P.M.

In attendance: Robert Sherwood, Lynn Perkinson, Tim Womac , Wanda Worley, Robin Arms, Joyce Baker, Lois Preece, Katie Hiney, and Liz Schreck

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Approval of Minutes: Motion made by Joyce Baker to accept the minutes of December 18, 2018 as corrected. A second was provided by Wanda Worley. The motion passed without further discussion.

Bi-Monthly and MOE Reports

Treasurer Tim Womac shared a hand- out with the Board. Tim reviewed the hand-out with the board.

Tim indicated \$18,500 was moved from the general account with BB&T to the Simmons Trust account by Justin Hicks (accountant with Warren & Jackson, CPA firm). The action was for the purpose of replacing money drawn down to meet payroll due to a delay of McMinn County finalizing their annual budget.

Liz Schreck and Wanda Worley indicated they will be meeting with the Englewood City Reporter for the purpose of adding a line item for donations to the Englewood Public Library's budget.

Committees

EGFPL Budget Committee

E.G. Fisher Public Library Budget Proposal: Tim Womac presented a budget proposal. The proposed budget indicates the possibility of a \$5,000 surplus on June 30, 2019. Additional changes were made to the proposed budget during the meeting.

Postage was increased to \$700 to account for the rental fee for the Post Office box and postage needed for late letters.

The Miscellaneous line item was increased to \$408 as it is currently used to pay the security system (ADT) fee.

The \$2500 allotted for the phone system was considered to be a realistic amount as the library will be reimbursed approximately \$1900 at the end of the fiscal year by the state for phone and internet usage.

A motion was made by Lois Preece to accept the proposed budget with the recommended changes. A second was provided by Joyce Baker. The motion passed without further discussion.

Library Reports

Calhoun: Robert Sherwood reported Calhoun continues to have steady support from the area population and the usage numbers look good.

EGFPL: A Hand-Out was provided with the Director's Report. A statement of Revenues and Expenditures was given. A request was made by the Director for Board members to assist in putting together a presentation for the City of Athens and McMinn County.

The hiring freeze was lifted.

A motion was made by Joyce Baker to approve item #5 with an increase to \$50 for 4 hours. Robin Arms provided a second. The motion passed without further discussion.

Englewood: Wanda Worley the LSTA Grant was worked on in December. An Autism Grant has been applied for. The library is trying to raise money for the upcoming Summer Reading Program.

Etowah: Robin Arms reported the City of Etowah is accepting bids for black mold issue in the basement of the library. The steps are separating from the building and the front doors are being replaced.

The library received \$1,000 from the United Way to assist with digitizing newspapers. The FOL will assist with this project and have provided new stacks for the library.

The library has withdrawn from a Tech Grant due to poor attendance.

Niota: Lois Preece reported the library has received new books and movies as well as a Computer Grant. Additionally, the City of Niota has agreed to pay for a substitute to assist the librarian.

ORRL: Liz Schreck provided a Summer Reading Program Hand-Out. Copies of MOE, OSAP, and PL Service Agreement were provided as well as Standards Analysis.

Old Business

Budget and Infrastructure were discussed earlier in the meeting.

Joyce Baker instructed Tim Womac to put the previously used staff form for evaluation of the Director on Survey Monkey.

Lynn Perkinson brought up need for policy to manage Director's Personnel File and to set goals.

New Business

There was general discussion with regard to the City, County, Programs and the Building.

Motion to adjourn was made by Robin Arms. Motion seconded by Joyce Baker. The motion passed without discussion.

The next meeting will be held on Monday, March 25, 2019.

Respectfully submitted,

Lynn Perkinson, secretary

MCLB

McMinn County Library Board

April 8, 2019

The McMinn County Library Board met on April 8, 2019 at the E.G. Fisher Public Library in the Varanow Community room at 6:00 P.M. The meeting scheduled for March 25, 2019 was rescheduled as requested by the Chair.

In attendance: Robert Sherwood, Lynn Perkinson, Tim Womac , Wanda Worley, Robin Arms, Joyce Baker, Tyler Forrest, Katie Hiney, and Liz Schreck

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Newly appointed Board member Tyler Forrest was seated. Tyler represents the City of Athens.

Approval of Minutes: Motion made by Joyce Baker to accept the minutes of January 28, 2019. A second was provided by Robert Sherwood. The motion passed without further discussion.

Bi-Monthly and MOE Reports

Treasurer Tim Womac had quarterly checks from the McMinn County. He will deliver checks to Niota, Calhoun, and Etowah. Katie Hiney will deliver EGFPL check to Justin Hicks. Wanda Worley will deliver check to Englewood.

Tim indicated he did not have a quarterly report from Justin Hicks.

Committee

No reports were given.

Library Reports

Calhoun: Robert Sherwood announced the Calhoun Historical Society would be hosting a fundraiser in Calhoun on April 27, 2019. The event is titled Supper and Spirits and will be held at the cemetery. It will high light Joseph McMinn and the Walker Family. Tickets are \$35.00 apiece and may be purchased at the Calhoun Public Library.

EGFPL: Katie Hiney provided a packet of handouts which included the Director's Report and January and February numbers from Justin Hicks. See attached.

A request for a 2% increase in donations was turned in to the City of Athens.

Katie contacted Mike Keith (Finance Director) with the City of Athens and requested permission to use Capital monies to update Safety needs at the library. Mike Keith indicated the request met Capital needs definition.

Robert Sherwood appointed Tyler Forrest to the Infrastructure Committee. Robert also indicated Tyler is the new chair of the committee. He asked Tyler to decide on a bid for a new groundskeeper. Robert indicated he would not go with the lowest bid because there was too much variance in the tasks included in the bids.

Tyler noted the lack of mulch. Lynn Perkinson told him the City Public Works Department will provide mulch free of charge. A phone call to them is needed to arrange the delivery.

Englewood: Wanda Worley reported the Englewood Library received a Tech Grant and new equipment has been installed. Summer Reading plans are underway and a Leggo Club is forming. She also reported the FOL is working toward raising funds.

Etowah: Robin Arms reported the library has received a new historical marker and Tech Grant. FOL will be holding a book sale from April 25-28 and the Gem Theater will host a program by Joe Guy with regard to Starr Mountain on April 25.

Niota: No report.

ORRL: See Handouts.

Old Business

Finalized budget is in place.

New Business

Robert Sherwood appointed Lois Preece and Wanda Worley to the Nominating Committee.

At the end of this fiscal year, appointments will need to be made to the MCLB for Niota, Englewood, and one to the ORRB.

Robert Sherwood appointed Tim Womac and Robin Arms to the Evaluation Committee. Tim Womac will chair the committee.

Tim Womac brought a fire proof safe for the director's personnel file. The board revisited the procedure for keeping the file but did not set a policy.

With regard to the upcoming budget, forms have been received from the county. They will be submitted with a request for a 2% increase.

Robert Sherwood suggested speaking with our U.S. Senators with regard to support for Public Libraries.

Adjourn

Motion to adjourn was made by Robin Arms. Motion seconded by Joyce Baker. The motion passed without discussion.

The next meeting will be held on Monday, May 13, 2019.

Respectfully submitted,

Lynn Perkinson, secretary

MCLB

McMinn County Library Board
May 13, 2019

The McMinn County Library Board met on May 13, 2019 at the E.G. Fisher Public Library in the Varanow Community Room at 6:00 P.M.

In attendance: Robert Sherwood, Lynn Perkinson, Wanda Worley, Robin Arms, Joyce Baker, Tyler Forrest, Katie Hiney, and Liz Schreck

A quorum was met.

Call to Order

Chairman Sherwood, presiding, called the meeting to order.

Approval of Minutes: Motion made by Tyler Forrest to accept the minutes of April 8, 2019. A second was provided by Robin Arms. The motion passed without further discussion.

Bi-Monthly and MOE Reports

The Treasurer's Report was not available.

Committee Reports

No reports were given at this time.

Library Reports

Calhoun: Robert Sherwood reported an increase in teen usage. The event Supper and Spirits went well. The CPL was a sponsor and focal point of the event. Planning for the summer reading program is ongoing.

EGFPL: See packet distributed by Katie Hiney.

Englewood: Wanda Worley reported the Englewood Library is collecting new and used Leggos and building blocks. Summer Reading plans are complete. She also reported the board has not met recently.

Etowah: Robin Arms reported the library has completed transferring the Etowah Enterprise to digital format beginning with the year 1920. The Summer Reading Program will run from June 4, 2019-July 18, 2019. Free lunches will be available at the library. The library made \$2,000 from the used book sale. Plans are underway to replace the front door of the library. It is expected to reflect the design of the building.

Niota: No report.

ORRL: See Handouts. There will be a Round Table on Thursday for FOL groups. July 8 is the deadline for Tech Grants. They require a fifty-fifty matching of monies.

Old Business

Robert Sherwood received a letter from Mike Keith with regard to the audit findings. Katie Hiney and Tyler Forrest met. Katie Hiney did not correct deposit verification. Tyler Forrest recommended tracking. Katie Hiney is to direct a response to Robert Sherwood. Robert Sherwood will then draft a letter. The Board is to approve the letter. Robert Sherwood will then forward the letter to Mike Keith.

Tyler Forrest reported on infrastructure.

New Business

Evaluation Committee: Tim Womac was not in attendance. He will resend the survey.

Nominating Committee: Wanda Worley presented recommendations as follows:

Pat Waters to be appointed to the Regional Board;

Pat Ekiss to be appointed to represent Nioita;

Maggie Hoffman to be appointed to represent Englewood

Wanda Worley was asked to call Mickey Blevins. Lynn Perkinson will speak to individual who had asked her how to apply to Regional Board.

The slate of officers for the next fiscal year was presented by Wanda Worley. The slate was presented as follows:

Robert Sherwood, Chair;

Tyler Forrest, Vice Chair with the request he become Chair the following year;

Tim Womac as Treasurer at Tim's request;

Robin Arms as Secretary

No discussion followed. The slate of officers was approved as presented.

The Director's Evaluation was addressed. Katie Hiney indicated she did take her lunch time out. She indicated we could ask the Circulation Manager. She is working on not leaving so early. She indicated she should have last year.

Chair's Talking Points: Contact politicians at all levels of government with regard to public libraries and budgets.

Adjourn

Motion to adjourn was made by Robin Arms. Motion seconded by Lynn Perkinson. The motion passed without discussion.

The next meeting will be held on Monday, July 22, 2019.

Respectfully submitted,
Lynn Perkinson, secretary
MCLB