

McMinn County Library Board
1289 Ingleside Avenue
Athens, Tennessee 37303

BOARD MEETING MINUTES
NOVEMBER 22, 2021 at 6:00 PM

Present – Chairman Tyler Forrest, Treasurer Tim Womac, Vice Chairman Mickey Blevins, Secretary Patricia Ekiss, E.G. Fisher Director Peyton Eastman, Ocoee Regional Library Board Director Liz Schreck, and MCLB members, Robin Arms and Lynn Perkinson. Everett Gillespie and Maggie Hoffman were absent.

- I. Call to Order, Establish Quorum, and Acknowledgements
Chairman Tyler Forrest called the meeting to order and established that there was a quorum.
- II. Minutes from September 27, 2021 Meeting and May 17, 2021 Meeting
The minutes from the September 27, 2021 meeting were presented. Tim Womac made a motion to approve the minutes and Robin Arms seconded. The motion passed unanimously by voice vote. The minutes from May 17, 2021 meeting were presented. Mickey Blevins made a motion to approve the minutes and Tim Womac seconded. The motion passed unanimously by voice vote.
- III. Treasurer’s Report
Treasurer Tim Womac reported that contributions and fees were up in September 2021 when compared to September 2020. He also noted a \$1000 grant from VEC in September 2021. Expenses are about the same as last year. Much healthier than this time last year. He met with all library directors and they have received their 2nd quarter checks. The 3rd quarter checks will be delivered in January.
- IV. Investment Report
Last fall Jordan Curtis gave an update on the EG Fisher investment fund. President Forrest thanked Jordan for being an advocate for the library to receive additional funding this year. Jordan provided a report showing that the fund was meeting expectations. Historically the fund was more income focused and is now more into stocks. It is now balanced with half stocks and half bonds. Bonds have negative returns over the past year. There is an overabundance of cash in the account. Some of this cash may be moved into equities. The return meets expectations. Funds instead of individual bonds will be bought in the future. A new spending rate policy for the library was approved last year - Average the rates from the last three fiscal years and average that for future spending. He thinks that 4% is a good number for this. The fund is currently in the 4-6% range. The current market value of the fund is a little over \$408,000. He hopes to see some opportunities next year to put the cash to work. Current range is 40-60 equities, 40-60 fixed income and no more than 40% in cash. Tyler recommended Jordan amend (0-15%) and move some to alternative investments as more diversification.
- V. Library Reports
 - i. Calhoun – reported by Tim Womac. Spoke to Mary this morning. Outreach - 325 bags of treats given out Halloween. ARPA grant turned in this morning.
 - ii. E.G. Fisher – ARPA grant signed today by Tyler and will be sent in tomorrow. YA and references materials moved. Also moved Spanish language materials to a more visible space. Lost one re-employability volunteer who returned to his work and they still have one re-employability volunteer.
ARPA Grant award - \$23,085. VEC grant – Additional \$1200 toward Storybook Trail. Donation mailing list being prepared. New contract with UniFirst should reduce cost of janitorial supplies. Weeding project almost through in fiction and non-fiction. Hotspot and Chrome books getting

more popular. D&D continuing with Meleena. All staff is stepping up to cover the program Director duties. Spoke at Optimist Club meeting. Cody went to Howl-o-ween. EG Fisher will be hosting Business before hours breakfast in May.

- iii. E.G. Fisher Friends of the Library – Lynn reported they are getting ready to start receiving again. Wanting to have a book sale in June.
- iv. Englewood – Maggie is absent but emailed that the new director is still recovering from COVID. New Board is not yet assigned.
- v. Etowah – Lara Crockett is no longer the director. They had a new hire. Etowah city pays the directors and handles the hiring. The new hire lasted only a few days. Two part timers left about the same time. Cody is leaving due to family issues later this week. Patricia Mobley will start Dec 6 as director but working with Cody some this week. Hired a new program director – Breanna. A second part timer will be hired also. Had a FOL book sale recently. Russ Blair is now the city manager and has taken an interest in the library.
- vi. Regional Library – Liz reported on this month’s trainings. They will be talking about long range planning in-service in person and virtually. Major renovations at office are finished. Presented certificates for attending and watching the Trustee Workshop videos. Libraries are turning in their ARPA grants contracts. Another round of storybook trail grants. READS numbers are down slightly. MOE is signed and will be sent in tomorrow.

VI. Old Business

- i. EGFPL Transition to City Department Update
Tyler Forrest reported that there is not much headway. Still sitting with the city of Athens. Tyler will follow up.
- ii. Regional Library Board Seats Update
Tyler Forrest has not followed up yet. He will possibly have answers during the January meeting.
- iii. EGFPL Bathroom Construction Bid
Peyton Eastman reported a delay on getting those out. They will be ready to be reviewed during Jan. meeting.

VII. New Business

- i. EGFPL FY23 Financial Priorities for Funding Bodies
Chairman Forrest will ask funding bodies for an increase again this year for increasing staff rates of pay and also capital improvements. Peyton wants to focus on employee pay increases and one or more projects as a one-time allocation for capital improvement. Peyton is seeking board feedback and this will be presented for a board vote at the next meeting. Tim commented that this is a good idea. It should be presented very specifically - Double HVAC unit, etc. Tyler - Better to present it as one strong project. Mickey agrees. Wait on bathroom bids in Jan and then discuss HVAC.
- ii. GFPL TCRS Offerings
Peyton Eastman explained that our current plan has a provision for part time staff. None of the part time staff is taking advantage of this. She would like to remove this offering from the handbook. 401k type plan will be available to employees at no cost to the library. Tim moved to remove from handbook, Robin seconded. Passed.

- iii. EGFPL User Related Policies (Part 1)
Peyton Eastman presented a document to the board that covers almost all things they must do that have to do with their patrons. Items that were not already included have been borrowed from Lara's policy at Etowah. Areas highlighted in the handout are the changes from the current policy. Teachers working in county but living outside the county will not need to pay for card. Children can renew cards without parents. - - - see handout.
Peyton discussed adjusting maximum fines to make it more attractive to return an item rather than paying the fines. Area libraries are trending toward fine-free. Liz – Some libraries move toward fine-free by starting with juvenile materials only. Lynn questioned if fine-free libraries track the return rate of books and overdues. Liz – Tellico Plains has more material received back since fine-free. Donation jars put out. Getting more in donations than they lost in fines. Robin will check to see if there is any data collected on this at Etowah library. The MCLB expressed support for a \$5 overdue fee and \$10 processing fee. There were no questions from board.
Robin moved to approve all changes to the User Related Policies. Tim seconded. Passed.
- iv. EGFPL Credit Card Processing Fee Policy
Peyton Eastman said the library currently pays a flat monthly fee for credit card processing. There are not enough transactions for that to be fiscally responsible. She proposed changing to 10 cents per swipe.
Tim moved to make the change and Mickey seconded. Passed.
- v. EGFPL Storybook Walk
Peyton Eastman advised the library is ready to begin installation of the storybook walk. She is hoping to partner with city public works. She made a request to move forward with this project. Mickey made the motion and Lynn seconded. Passed.
- vi. EGFPL Outdoor Safety and Security Update
Peyton Eastman expressed a concern about the library area being dark with time change and shorter days. Walkway lights are now on motion sensors, but lights are not LEDs and not very bright. Proposed to change to LED lighting that comes on at dark. Also change the 5 parking lot lights with LEDs. AUB may donate lights. Lynn spoke of police issues in parking lot. Chairman Forrest suggested a discussion and walk-thru with city police. Peyton will do so and also discuss liabilities with insurance and report back to the board.

VIII. Public Comments

There were no public comments.

Reminders

- Trusteeship Training
- Next Regular Meeting – January 24, 2021

Motion to adjourn by Robin at 7:55. Second by Tim. All were in favor.