

**McMinn County Library Board
1289 Ingleside Avenue
Athens, Tennessee 37303**

**BOARD MEETING MINUTES
SEPTEMBER 27, 2021 at 6:00 PM**

Present – Chairman Tyler Forrest, Treasurer Tim Womac, Secretary Patricia Ekiss, E.G. Fisher Director Peyton Eastman, Ocoee Regional Library Board Director Liz Schreck, Calhoun Library Director Mary Tickel and MCLB members, Mickey Blevins, Maggie Hoffman and Lynn Perkinson. Robin Arms and Everett Gillespie 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. He announced that Treasurer Tim Womac has been reappointed by the McMinn County Commission. Condolences were expressed upon the death of Durant Tullock, a longtime member of the Etowah Library Board.

II. Minutes from May 17, 2021 and July 26, 2021 Meetings

Minutes from the May 17, 2021 meeting were not available and Former Secretary Robin Arms was not in attendance. Approval will be postponed and Robin Arms will be contacted about providing those minutes.

The minutes from the July 26, 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 we are in a better state than this time last year. July 2021 income is down from July 2020 because an emergency drawdown was done in July 2020. The uptick in expenses from July 2020 to July 2021 was due in part to not having a reading program in July 2020 and there wasn't a library director for the entire month of July 2020. Income in August 2021 is also down when compared to August 2020 which had "Other Income" of \$39,500 as part of the COVID funding. In expenses, Insurance came out this month and Children's programming has resumed. Budget is more normal now.

The County Quarterly Checks will be coming out next week. Cody Dishner was given special thanks for picking up the first quarter checks for Tim.

The MOE has made the rounds to City of Athens, McMinn County and Etowah Carnegie Public Library. It is currently at Calhoun Public Library. Special thanks to Liz Shreck, Cody Dishner, and Tim's father for helping to get the MOE around.

Tim shared some fond memories of the late Durant Tullock and congratulated "Dr." Tyler Forrest.

IV. Library Reports Various

i. Calhoun

Director Mary Tickel reported on Income and Expenditures for July and August 2021. Chairman Tyler Forrest commented that she finished in the black. Circulation is fine – numbers are up and down. Rain and school are affecting the numbers.

ii. E.G. Fisher

Director Peyton Eastman reported on staff changes. A new seating area near the displays is a great space for adult seating instead of them having to use the children's area. Two Re-employability volunteers are continuing to help keep up on maintenance and cleaning. They are preparing to move the local history to the wide aisle to create a proper new teen space.

They are working on the TOP Grant and getting some new technology in. \$25,650 was requested on the ARPA Grant and will, hopefully, be used to replace soft-sided chairs with new chairs that have a plug-in and tablet stands. Also new technology and upgrades. Recently received the Dollar General Youth Literacy Grant that was worked on by Cody. The \$2500 will go towards the materials budget. A \$1000 VEC Share grant was received and will go toward the Storybook Trail. The TCRS rate has been reduced to 40% so that they are seeing that savings in retirement spending. She recently received notification of the Coronavirus Capital Projects Fund program which is potentially a great opportunity to get funding for capital projects. She is investigating now, but it appears that it will require a local match. Close to goals for Materials and for the Storybook Trail project.

Quick Dry Carpets shampooed the Community Room and will be coming back to clean the rest of the carpeting in the next few months. The silo leak has been fixed and there are currently no leaks in the library. They are waiting on getting some drywall repaired in the silo before opening it back up.

Working on weeding out long unused items. The Hotspots have been very popular and Chromebooks are beginning to see more regular circulation. Two Chromebooks are currently overdue. The First Quarter regional materials have come in.

In Programming the Dungeons and Dragons group have been meeting once a week and thriving. The Virtual storytimes has had over 400 minutes of watch time and outdoor storytime has been averaging between 10-20 participants. 92 meals were served in August and September combined. And there were three local author visits and another scheduled to come in during the fall break.

Community Outreach – Cody represented the library by attending an in-service with Athens City Schools, Fifth Friday Downtown and Celebration of the Nations. Peyton will be attending the Optimist Club on October 14 and there are several other events later in October.

iii. E.G. Fisher Friends of the Library

Lynn Perkinson reported that they are not receiving books at this time.

iv. Englewood

Maggie Hoffman reported that there was a death in the librarian's family and Tina Webb is also out with COVID-19. Tina is the only employee so Maggie was unable to get a report from her.

v. Etowah

Robin Arms was not present. Tim Womac noted they have a new director as mentioned in the E.G. Fisher report. Lara is no longer there.

vi. Regional Library

Director Liz Schreck reported that the ARPA grant money has been tabulated and sent to the capitol. They are expecting to receive it soon and start

distribution. 160 applications were received which is the most applications they ever received on a grant. The Trustee workshop is tomorrow via Zoom. The Regional Office is going thru major renovation starting tomorrow and the doors will be closed but they will still be working. MOE is making the rounds to the different libraries. Deadline October 31. She expects it to be completed on time and does not anticipate any issues. Thanks to Tim Womac for his assistance. The Library Directors are working on the required annual survey (aka data collection) this month with a deadline of Thursday. This data is sent to the state and then on to IMLS. E.G. Fisher Library Director Peyton Eastman has received emergency connectivity funds for communication aids which was part of the ARPA Grant. It was used for hot spots. E.G. Fisher Library was one of 24 libraries in Tennessee that applied.

V. Old Business

i. EGFPL Transition to City Department Update

Chairman Forrest reported a little progress has been made. Regional Director Liz Schreck acquired several documents required for the city. Athens City Manager Seth Sumner has these and he will report back to us.

What Kingston has in place is what we should be doing here. A more thorough update should be available by the next meeting.

ii. FY 2022 Maintenance of Effort Agreement

Chairman Forrest noted that the MOE document is making its way around to the various municipalities.

iii. Calhoun Policy Manual

Calhoun Library Director Mary Tickel reported the policy manual is ready for adoption. She noted that it was thorough and also streamlined. Patricia Ekiss moved that the policy manual be approved and Tim Womac seconded the motion. It was approved by a unanimous voice vote.

VI. New Business

i. Regional Library Board Seats

Chairman Forrest explained that the state legislature passed a law abolishing the regional boards effective July 1, 2022. The MCLB has 2 members, Tim Womac and Mickey Blevins, that serve on the board and also on the MCLB. This has been discussed extensively by Director Eastman, Regional Director Schreck and Chairman Forrest. The MCLB must make a decision on how to continue, but only discussing today.

One option is for the MCLB to dissolve the regional seats and absorb them so that it would expand from seven seats to nine seats. The number of members would remain the same and the county commission would continue to appoint the members that are not appointed by the City of Athens. Two seats are unattached to a municipal area. The nominating process is challenging because the by-laws call for members to reside within certain municipalities.

Another option is for the regional seats to be dissolved and not replaced. That would leave seven members – four appointed by the county and three appointed by the city of Athens. All members would be appointed to represent a municipal area.

There are other options. The MCLB must make the decision on how to continue because it is a by-law issue.

Geographic concerns were discussed. Mickey Blevins has researched the by-laws and whichever option the MCLB decides upon will require a change in the by-laws. Lynn Perkinson suggested that we may want to wait to see how the City of Athens decides to proceed. Chairman Forrest said we have plenty of time and recommended that we NOT act on it tonight – rather after a couple of meetings to see what the city does. The City of Athens may create an Athens City Library Board which would likely have some overlap with the MCLB. Chairman Forrest prefers to keep the MCLB at nine members with two of those being ‘at large’ members. Regional Director Schreck clarified that the MCLB by-laws specify 7 members - 3 from the City of Athens and 4 from the different library areas. The 2 regional seats do not have a residency requirement – only that they live in McMinn County. She recommends that the MCLB work jointly with the City of Athens on an official resolution. For the MCLB to exist it must be on file in Nashville, but that document cannot currently be found – per Lynn Perkinson. She was concerned about having the county’s participation moving forward. Lynn Perkinson questioned whether the MOE agreement would still apply once the library becomes part of the City of Athens. Regional Director Schreck assured her that the MOE agreement would remain in place per Tennessee Code. After further discussion she suggested that the MCLB get a resolution to clarify. Chairman Forrest will be having further discussions with the City of Athens and McMinn County to determine their preferences and bring some options back to the board.

ii. Board Meeting Recordings

Secretary Ekiss has been recording the meetings and asked Library Director Eastman if these recordings will need to be posted on the web site with the minutes. After some discussion Chairman Forrest determined that these recordings are not required to be posted.

iii. EGFPL Financial Statement Reconciliation Procedures

This is NOT in response to anything that has happened here. Library Director Eastman will review the credit card and financial statements and report to the Chairman, Treasurer and Accountant if anything is out of the ordinary. She will then send the reports to Treasurer Womac for review. If any inconsistencies are found he will bring them to the attention of the MCLB Executive Committee. If all is in order, Treasurer Womac will send them back to Director Eastman who will keep them on file at the library. Treasurer Womac moved these procedures be approved. Maggie Hoffman seconded. The motion passed unanimously.

iv. EGFPL COVID 19 Policy

Library Director Eastman stated that quarantine and isolation due to COVID will be as set by the health department guidelines. This aligns E.G. Fisher’s policy with state health recommendations. Mickey Blevins moved this policy be approved and Treasurer Womac seconded. It passed unanimously.

v. EGFPL Bathroom Construction Bid

Library Director Eastman explained that sealed bids have been requested for the bathroom renovation job and will be opened at MCLB meeting. Restroom renovation bids are to be received by 11-19-21. Library policy requires at least 3 sealed bids. Chairman Forrest suggested a statement be added that we are not bound to accept the lowest bidder. Motion to approve made by Treasurer Womac and seconded by Mickey Blevins. Passed unanimously.

vi. EGFPL Potential Library Services Additions

Library Director Eastman presented some services that will potentially add income to the library.

First is to add notary public services. City Hall notarizes for free. Except Niota. Expense is upfront, but cost is for four years. One or two employees initially.

Second is selling TWRA license and permit sales. Patrons must purchase these elsewhere and then come to library to have exams proctored. 85 boating exams were proctored in March. This option would be the easiest of the three to implement.

Third is to provide Passport services. - \$35 per application. This option could provide the most income of these options. No cost up front, but time intensive. Maggie Hoffman asked if there was any idea on how many passport applications.

Peyton said the easiest and simplest to implement would be TWRA and notary services. Notary fee suggested by Chairman Forrest at \$5.00. Treasurer Womac made a motion to approve, Secretary Ekiss seconded. It passed unanimously. Chairman Forrest suggested the MCLB authorize the library to sell all TWRA permits. Treasurer Womac made a motion and Maggie Hoffman seconded. It passed unanimously.

VII. Public Comments

No public comments

Reminders

- Trusteeship Training
- Trusteeship Workshop – September 28, 2021
- Next Regular Meeting – November 22, 2021

Jordan Curtis to provide an annual investment report.

Treasurer Womac made a motion to adjourn, Maggie Hoffman seconded. Passed. Closed at 7:15 pm

