

McMinn County Library Board  
Called Meeting  
July 2, 2020

The McMinn County Library Board held a called meeting on July 2, 2020 at 4 pm. As per Governor Lee's executive order due to the COVID-19 pandemic, the meeting was held virtually. Tyler Forrest called the meeting to order.

**In Attendance:** Tyler Forrest, Robert Sherwood, Tim Womac, Lynn Perkinson, Mickey Blevins, Patricia Ekiss, Maggie Hoffman, Robin Arms, Liz Shreck

**Approval of Minutes:** The minutes from the May 18, 2020 meeting were presented for approval. Robert Sherwood made a motion to accept, Maggie Hoffman seconded. The minutes were approved.

**Letter of Resignation:** Katie Brady, director of EG Fisher Library, submitted her letter of resignation to MCLB with her final day being July 5, 2020. The board wished her well with her new job opportunity.

**Appointment of Interim Director:** The Executive Committee presented the recommendation to appoint Peyton Eastman, who is currently the Children's Librarian at EG Fisher, as interim director. Peyton will be interim from July 6, 202 through December 31, 2020, or until the new director is in place. The appointment will serve at the pleasure of the board. Patricia Ekiss moved to accept the appointment. Maggie Hoffman seconded the motion. The motion passed by voice vote.

**Interim Director Compensation:** As Peyton will continue her duties of Children's Librarian while taking on the Director responsibilities as well, it was decided that a compensation salary of \$3,000 a month be paid to Peyton Eastman while she is serving as interim director. Maggie Hoffman made a motion to accept. Robert Sherwood seconded the motion. The motion passed by voice vote.

**Authorization to allow Interim Director to sign checks:** A vote was held to remove Katie Brady from the checking account and to place Peyton Eastman on, thus giving her the ability to sign checks. The vote passed.

**Interim Director Goals and Duties:** Tyler Forrest presented a set of goals and duties for the interim director. (See attached) He also stated that he will be meeting with Peyton weekly to make sure all is going as planned.

**Search Committee:** A search committee for a new director for EG Fisher Library has been formed. It will be chaired by Mickey Blevins. The members are Tyler Forrest, Patricia Ekiss, and Robin Arms. The intent is to have the new director in place by January 1; with the goal of voting on the new director by the November 2020 Library Board meeting.

**Other:** Patricia Ekiss reported that after several phone calls between Nina, Peyton, and herself, they have been able to make a way that new card applications can now be done online. This will be particularly helpful for those who are moving from the recently closed Niota Library.

Patricia Ekiss made a motion to Adjourn. Maggie Hoffman seconded the motion.

The next regularly scheduled meeting will be July 27, 2020



McMinn County Library Board  
July 27, 2020

The McMinn County Library Board met on July 27, 2020, at 6 pm. As per Governor Lee's executive order due to the COVID-19 pandemic, the meeting was held virtually.

In attendance were: Peyton Eastman, Tim Womac, Liz Shreck, Maggie Hoffman, Patricia Ekiss, Mickey Blevins, Lynn Perkinson, Robert Sherwood, Everett Gillespie, and Robin Arms

Tyler Forrest called the meeting to order.

Chairman Forrest introduced Lynn Perkinson as having received a third term on the McMinn County Library Board by the Athens City Council.

Robert Sherwood called for a motion on a Point of Order. He moved that Article 2, paragraph 2 of the McMinn County Library bylaws be suspended. Tim Womac seconded the motion. In the discussion, Chairman Forrest explained that the current by-laws state that "Members are subject to reappointment for a second three-year term." This implies that there is a two-term limit, however, it is not explicit. Since the Library Board does not approve or deny board members, and that the two-term limit is not explicit in the by-laws, the City of Athens appointment stands. Mr. Forrest recommended the adoption of the motion and the appointment of a committee to revise the current bylaws. A voice vote was held. All voted in favor with Everett Gillespie abstaining. The motion passed.

Minutes:

The minutes from the called July 2, 2020 meeting were presented. Chairman Forrest asked for a correction to the vote for Peyton Eastman as interim director to include the abstain vote from Lynn Perkinson. The corrected minutes were approved.

Treasurer's Report:

Tim Womac presented the Treasurer's report. He stated that McMinn County Mayor John Gentry approves of how the board decided to disburse the Niota portion of the county monies. Because the money for the libraries from the county is based on population, please encourage everyone to complete the 2020 Census. In June the Finance Committee had to move \$10,000 from the investment account to cover operating costs. Mr. Womac sees many possible financial challenges facing the library as we continue in the pandemic. Chairman Forrest stated that he would like an investment presentation from Jordan Curtis of Simmons Wealth Management at the September meeting.

Library Reports:

Chairman Forrest stated that he would like to extend an invitation for the county library directors and Friends of the Library to give reports at future meetings.

Calhoun - Robert Sherwood reported that there were 16 participants in the Virtual Summer Reading Program. The library is open with a maximum of 5 patrons at a time in the building and masks are required.

EG Fisher - Interim Director Peyton Eastman reported that the curbside checkout service and computer appointments were ongoing. A road map has been created for the future opening as the Pandemic continues. Repairs have been made to HVAC units. Cost-cutting measures have been made with Comcast and in renegotiating the lease of the printer. Grant applications have been submitted. New cards are being issued and the library is preparing to start accepting cash transactions again. Online programming is continuing as well as craft activity packs are available for pickup.

Englewood- Maggie Hoffman reported that the library is still closed.

Etowah- Robin Arms reported that the library was open with COVID restrictions in place. The Summer Reading numbers were lower than normal due to the virtual status. Online storytimes are continuing.

ORRL- Liz Shreck reported that the libraries should be hearing from the Cares Grant soon. The Tech Grant has been moved back to August 15, 2020. Re-certification for Trustees has now been extended to a 6-year time frame. Trustee certification will help the library with the Tech Grant.

#### Search Committee:

Mickey Blevins reported that there are currently 6 applicants for the position of EG Fisher Library Director. The Deadline for applications is August 15, 2020. The board will bring its recommendation to the November meeting. The goal of the committee is to have a director in place by January 2021. Liz Shreck recused herself from assisting the committee due to the fact that her assistant has submitted an application. Lynn Perkinson asked about the requirement of a MOLS degree at EG Fisher Library's level. It is suggested but it is not required for a director to hold the degree.

#### Committee Assignments:

Chairman Forrest stated that he will send an email for signup for committee assignments, He would like to set up the following committees: Policy, Infrastructure, By-laws, and Nominating.

#### New Business:

Tim Womac reported that he hoped to bring a proposed budget for the September meeting.

Discussion was held concerning EG Fisher Library applying for the Paycheck Protection Program Loan. Chairman Tyler Forrest suggested that if the loan was obtained, a new account should be set up just for those monies. This would make it easier to track the spending of this loan.

Tim Womac made a motion to apply for the Paycheck Protection Program Loan and for a new bank account to be opened for the purpose of handling these funds. Patricia Ekiss seconded. A voice vote was held. The motion passed unanimously.

Reopening of EG Fisher Library: A huge thank you to Robert Sherwood for all that he has done in preparing the library for a pandemic reopening including the building of plexiglass shields and the purchase of cleaning supplies. There is a 4 phase reopening plan. Maggie Hoffman made a motion that the library is to reopen at the level 3 modified plan in conjunction with the local

schools reopening. Patricia Ekiss Seconded. A voice vote was held with all ayes. Motion passed

Patricia moved to place Tyler Forrest's name on the BBT and Simmons bank accounts and to remove Robert Sherwood's. Maggie Hoffman seconded the motion. A voice vote was held with all Ayes. The motion passed unanimously.

Public Comments: None

Other Business:

Lynn Perkinson reported that the Friends of the Library were holding its own. However, they have authorized to offer up to \$500 if an emergency need arises at EG Fisher.

Robin Arms moved to adjourn the meeting and Patricia Ekiss seconded.

The next meeting will be on September 28, 2020.

Respectfully submitted,  
Robin Arms - secretary



McMinn County Library Board  
Sept 28, 2020

The McMinn County Library Board met on September 28, 2020, at 6 pm. As per Governor Lee's executive order due to the COVID-19 pandemic, the meeting was held virtually.

In attendance were: Peyton Eastman, Tyler Forrest, Tim Womac, Liz Shreck, Maggie Hoffman, Patricia Ekiss, Lynn Perkinson, Robert Sherwood, Everett Gillespie, and Robin Arms

Tyler Forrest called the meeting to order.

The minutes from The July 27, 2020 meeting were presented before the board. Robert Sherwood moved to accept them and PattyEkiss seconded. The motion was approved unanimously by voice vote.

**Treasurer's Report:**

Tim Womac reported that the MOE was signed by all cities.

Guest speaker Jordan Curtis from Simmon's Bank gave a report on the EG Fisher Library Investment account. He stated that the money in the account started with a combination of money given to the library by Gussie Fisher and money from the capital account. He suggested that the account could use a possible "freshening up" of investment and allocation funds to match the current market. Tyler Forrest said that Jordan Curtis, Tim Womac, and himself will come up with a proposal for a spending rate on the account.

**Library Reports:**

Calhoun- Mary Tickel reported that they have received the Care Grant as well as the LSTA Grant. They are still allowing only 5 patrons at a time in the library.

EG Fisher- Peyton Eastman reported that Tre Hargett, Tennessee Secretary of State, will be visiting the library on October 14 at 3:05 pm, to present them the Cares Grant. All are invited to attend. They are currently utilizing the services of 2 volunteers through the Reemployment Program. The Paypal Donation Button is now working and available for donations on the website. They are starting a School Year Reading Program that will coincide to begin with the schools' Fall Break.

Englewood- No report

Etowah- Director Lara Crockett sent a Director's report, She reported that Etowah is working with Mountain View School for a Library Connect Partnership. They have received the Cares Grant as well as the LSTA Grant. The Etowah Library board has recently voted to make Etowah a fine-free library.

ORRL- Liz Shreck several documents. (See attached handouts) She pointed out that that the TSLA LibGuides Website now has pages for Covid-19 and for Social Justice subjects. The Regional Property at the former Niota Library has been reclaimed and disbursed.

Search Committee:

Tyler Forrest reported that there were 9 applicants for the EG Fisher Director position. Of those 9 applicants, 4 were finalists to be interviewed. (One dropped out before the interview process due to personal reasons leaving three to be interviewed.) 1 was interviewed last week, and the other 2 this week. The desired candidate will be presented before the board in November, if not before at a called meeting.

Old Business:

None

New Business

FY 20/21 Budget - Tim Womac presented the FY 20/21 Budget. (See attached) The budget passed unanimously by voice vote.

HVAC system at EG Fisher - The system is again having mechanical issues. It was suggested that we work with Mechanical Systems. Looking at doing a capital improvement to possibly replace with 1/3 of the cost each coming from McMinn County, Athens City, EG Fisher Investment Fund.

By-Laws - Robert Sherwood presented the updated By-laws from the By-Laws committee. The updates were accepted unanimously by voice vote. If there are any future adjustments or additions it should be brought before the By-Laws Committee.

Hotspot Policy- Peyton presented a policy for the Hotspots that EG Fisher will be able to purchase through the Cares Grant. (See attached) Robin Arms moved to accept, Tim Womac seconded - motion passed unanimously with a voice vote.

Attorney request- Tyler Forrest stated that the board is uncertain what we can ask from employees due to the COVID restrictions. Tim Womac made a motion to allow Tyler Forrest to consult with an attorney concerning what rights the Library and library personnel have concerning COVID. Patricia Ekiss seconded. The Motion passed unanimously by voice vote.

Other Business:

Lynn Perkinson would like to discuss the homeless population around the library. Tyler stated that it would be brought forward at a future meeting.

The meeting was dismissed,. The next regular meeting will be on November 23, 2020.



McMinn County Library Board

Called Meeting

October 19, 2020

The McMinn County Library Board met on October 19, 2020, for the purpose of accepting the Search Committee's recommendation for the position of Director of EG Fisher Library.

In attendance were: Tyler Forrest, Robert Sherwood, Tim Womac, Patricia Eikiss, Lynn Perkinson, Mickey Blevins' and Liz Shreck

Tyler Forrest called the meeting to order.

Mickey Blevins presented the search committee's selectee, Peyton Eastman. Ms. Eastman gave a PowerPoint presentation of her vision for the library. This was followed by a question and answer time.

The voice vote was held with all ayes and one abstain from Lynn Perkinson. Peyton Eastman was approved for the position. She will start the position on October 20, 2020.

Guest Seth Sumner, Athens City Manager, spoke and congratulated her on her position and said that he looked forward to working with her

Robin Arms moved and Robert Sherwood seconded a motion to dismiss.



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 ⅓ 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.



McMinn County Library Board  
January 25, 2021

The McMinn County Library Board met on January 25, 2021, via Zoom as per Governor Lee's Executive Order due to Covid.

Those in attendance were Tyler Forrest, Tim Womac, Robin Arms, Everett Gillespie, Maggie Hoffman, Patricia Ekiss, Robert Sherwood, Mickey Blevins, Lynn Perkinson, Mary Tickel, Liz Shreck, and Peyton Eastman

Tyler Forrest called the meeting to order.

The minutes from October 23, 2020, and November 22, 2020, were both presented. A motion to approve was presented by Tim Womac and seconded by Robert Sherwood. It was approved unanimously by roll call vote.

Tim Womac presented the finance report. Third-quarter checks have been distributed to the libraries. The draw-down error from the previous meeting has been corrected. Tyler noted that due to the receipt of several grants, EG Fisher is sitting in a better position financially than it has in the past.

**Reports:**

**Calhoun:** Mary Tickel reported Calhoun's numbers have stayed consistent. They are keeping patrons down to 5 in the building at a time and they are working on various grants.

**EG Fisher:** Peyton Eastman reported that EG Fisher had to temporarily return to Level 2 services due to Covid cases. They have hired two new Front Desk Employees and have hired Cody Dishner as Program Director. They expect to return to Monday and Tuesday Evening hours starting February 8. They have received a donation of a Children's Reading Corral from Cleveland Bradley Public Library.

They have earned \$14,650 from the Year-End Donation Campaign. They have received several other grants. She and the accountant are working on the audit paperwork. Peyton is looking into various other grants for 2021.

**Friends of the Library:** Tyler reported that the Friends are working on obtaining a new trailer for the book storage. Lynn reported that the library needs to take ownership of the new trailer as the books belong to the library. The Friends wanted clarification that all of the IRS and Tax-exempt paperwork was up to date. Peyton stated that she had no reason to believe that it is not up to date, however she will check with the accountant. Tyler confirmed that the trailer will still be covered on the current insurance policy.

Robin Arms moved Maggie Hoffman seconded that the Board accepted a new trailer for the Friends of the Library. It was approved unanimously by voice vote.

**Englewood:** Maggie reported that everything is going well and operating according to Covid protocols. They have hired a new employee and hope to be starting their book club back up again soon.

**Etowah:** Lara Crockett sent a report to the Board. Policies and Protocols are continuously being updated.

**Regional Library:** Liz Shreck reported that the Trustee Training is still available. Liz pointed out several training and grant opportunities. The State Library is slated to have its grand opening in April.

**EG Fisher Capital Request:**

Tyler reported that he and Peyton are continuing to seek a vendor for the building's painting needs. Robert Sherwood moved and Maggie Hoffman seconded that Peyton can proceed with the vendor search and then accept the lowest bid. The motion passed unanimously by voice vote.

**Attorney Questions on Personnel Issues:** Tyler reported that they were still waiting on Chris Trew to answer the several questions that the board has concerning Personnel and Covid. At this date, he has not answered the questions yet. Tim Womac moved and Robert Sherwood seconded that Tyler has permission to seek the counsel of Athens attorney Bridget Wilhite if Chris Trew is unable to answer the board's questions. The motion passed by voice vote with all ayes and Lynn Perkinson abstaining.

**Nominating Committee Update:** Mickey Blevins reported that he is updating the spreadsheet of term expirations. He is in the process of trying to find someone to take the Calhoun representative position.

**EG Fisher FY 22 Public Library Request:** This is the request that is being presented before the County and the City. It is broken down into two parts. The first part is a request to help bring the workers' pay to a more competitive amount within 5 years, the second is the broken down amount of daily operating costs. Robin pointed out the possibility of an increase in the minimum wage and suggested that this be done sooner rather than later. Patricia Ekiss made a motion that the funding request be made as presented with the changes to 3 years for the payroll and operating costs increases. Everett Gillespie seconded. The motion passed unanimously by roll call.

**EG Fisher Investment Fund:** Tyler Forrest reported that Jordan Curtis felt that too much of the investment fund is made up of cash. He suggested that more investments be placed into stocks with stipulations. Expenditures from the fund will be 4%, however, in the event of an emergency more can be withdrawn with either board or executive board permission. Robert Sherwood moved and Mickey Blevins seconded the suggestions that were presented. The motion passed unanimously via roll call.

**EG Fisher Pay Period Structure Change:** Current pay period is twice a month. Justin Hicks recommended that the pay be changed to a 37.5 hour week with the employees being paid every other week. This will affect only full-time hourly employees. A motion to have a revised



37.5 hour work week and shift payroll to every other week. This will also be reflected in the employee handbook. This will be implemented as soon as practically possible by Peyton Eastman and the board's accountant. This motion was made by Patricia Ekiss and seconded by Maggie Hoffman. The motion passed unanimously via roll call vote.

**TCRS:** Our percentage that is being paid into the fund is 60 % which is extremely high due to the size of our entity. Peyton is looking to see if there is a way to offset this cost.

There was no public comment.

Maggie Hoffman moved to adjourn and Patricia Ekiss seconded.

The next regular meeting will be on March 22, 2021 at 6 pm.



## **McMinn County Library Board**

**MARCH 22, 2021 at 6:00 PM**

**Conducted electronically via Zoom**

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

### **I. Call to Order and Establish Quorum**

Chairman Tyler Forrest called the meeting to order and established that there a quorum.

### **II. Minutes from January 25, 2021 Meeting**

Secretary Robin Arms was unable to be at this meeting. Therefore, Chairman Tyler Forrest postponed the reading and approval of the meetings. Treasurer Tim Womac offered to record the minutes.

### **III. Treasurer's Report**

Treasurer Tim Womac referred to the financials that were emailed ahead of the meeting. He noted that the overall expenses for January and February 2021 were lower than the January and February 2020 expenses. He also thanked for Director Peyton Eastman for her fundraising efforts as there is an increase in contributions, and that library has received several grants including the Tech Grant and the VEC Grant. He also noted that fines and fees are still down from last year, but they are increasing. Treasurer Womac reported that the library audit is progressing, and thanked Director Peyton Eastman for keeping tabs on it. He also reported that the 4<sup>th</sup> Quarter Checks will be available in April. On a last note, he reminded the board that just as he encouraged everyone in 2020 to fill out the Census form, he wants to encourage everyone in 2021 to be vaccinated. The more people who are vaccinated, the sooner our libraries can go back to fully serving the public as possible.

### **IV. Library Reports**

#### **i. Calhoun**

There was no formal report for Calhoun. Tim Womac reported that he had been to the Calhoun Public Library several times, and they are doing well.

#### **ii. E.G. Fisher**

Director Peyton Eastman shared a power point.

**General Operations:** The library's operating hours are now Mon, Tues, Thurs 9:30 AM to 7PM, and Weds and Fri 9:30 AM to 4:30PM. Fisher is in a partnership with "Love, Period" to provide hygiene products to the public. Director Eastman has a new email address, peytoneastman@fisherlibraryorg, thanks to G-Suites for Non-Profits. Fisher Library will shift to Phase 4 of the Phased Reopening Plan in April.

**Financials:** Fisher was ineligible for the second round of Paycheck Protection Program (PPP), due to the steady financial support from both McMinn County and the City of Athens. Director Eastman has applied and received two grants, VEC Customer Sharegrant (\$2,250) and the East Tennessee Foundation Neighbor to Neighbor grant (\$3,780). She has also applied for the TOP Grant, First Horizon Foundation, Dollar General Summer Reading Grant, CNS Y-12 Community Investment Fund, and the Dollar General Youth Literacy Grant.

**Circulation:** Director Eastman reported that all front desk staff have received standardized training. Hotspots are currently circulating and both the Boating Safety Handbooks and Driver's Safety Handbooks.

**Programming:** Director Eastman reported on a variety of programming; Online Storytimes twice per week, Women's History book discussion, the Professor W.E. Nash and Principal E. Harper Johnson Lectures, and the Community Leaders Interview project. Upcoming programming includes the National Poetry Month Poetry Reading.

**Community Relations:** Director Eastman reported that she has met with Athens City Manager, Seth Sumner, and that she and Chairman Tyler Forrest presented financial and funding goals before City of Athens Budget Meeting. Upcoming community relations will include Fifth Friday on April 30<sup>th</sup>.

### **iii. E.G. Fisher Friends of the Library**

Lynn Perkinson conveyed the thanks and gratitude of the Friends of the Library to the McMinn County Library Board for agreeing to receive the donation of a new trailer for the storage of donated books for the annual summer book sale. The new trailer is an ice cream truck that has newer tires and is aesthetically pleasing.

### **iv. Englewood**

Maggie Hoffman reported that the entire Englewood Library Board has either resigned or rotated off. In the meantime, all the staff problems have been resolved.

### **v. Etowah**

Chairman Tyler Forrest referred the Board to the report that Etowah Director Lara Crockett had emailed the board earlier. In the report, Director Crockett had noted several news items: Completed 3rd Round of spending allocations from State Funds through Regional Library (materials includes adult fiction, non-fiction, young adult, children's, audiobooks, large print); All LSTA 2021 Tech Grant materials have been purchased; Provided TEL Training via Zoom; Created STEAM Kits for checkout; March Adult Self Care Month: Random Acts of Kindness; Weekly Facebook Programs will continue through April; Submitted employee performance reviews; Submitted FY 2021-2022 Budget; and New fax number: (423) 264-2677.

### **vi. Regional Library**

Ocoee Regional Library Director Liz Schreck referred the Board to the materials that she had emailed earlier. She reported on a variety of training opportunities: VERSO: The Inventory Process on March 23<sup>rd</sup>; Empathetic Leadership and Compassionate Customer Service Regional by Corinne Freeman, Executive Director of The Caring Place (Cleveland, TN) on March 25<sup>th</sup>; and a continuing series on Disaster

Preparedness on March 4<sup>th</sup>, March 18<sup>th</sup>, and April 1<sup>st</sup>. Director Schreck also reminded the Board that Trustee Training was always available. Director Schreck reported that Governor Lee's Executive Order 78, allowed for electronic meetings to be extended until April 28th, 2021. She also reported that the Governor's Early Literacy Foundation (GELF) was offering a Storybook Trail Grant to provides community partners with a funding opportunity to create an enriching outdoor reading experience for families to enjoy together. She encouraged all our library boards to use their annual standards analysis reports when looking towards the future of their public libraries and for budget requests. She also encouraged to boards to think about those future trustees they would like to see join their board and advocate for their library. She also reported that Tennessee public libraries are invited to attend bi-monthly onboarding sessions for using READSquared, a Reading Program and Readers Advisory service that is available to all public libraries within the Regional System for free. She ended her report with some very exciting news: The grand public opening for the new Tennessee State Library & Archives building is set for Tuesday, April 13th! Chairman Forrest echoed Director Schreck's encouragement for all board members to complete the Trustee Training.

## **V. Old Business**

### **i. EGFPL Capital Request**

Chairman Tyler Forrest reported there had been several bids on the painting of the exterior of the E.G. Fisher Public Library. The lowest bid was \$18,000. Therefore, Director Eastman will move forward with the lowest bid, and reach out to McMinn County and the City of Athens to see if each governing body would provide 1/3 of the funding with the McMinn County Library Board providing a 1/3.

### **ii. EGFPL FY22 Budget Request**

Chairman Tyler Forrest reported that both Director Eastman and he both spoke at the Athens City Council's annual Strategic Summit about increasing both the operating funding and the capital funding. Their presentation was well received by the Athens City Council. Chairman Forrest specifically mentioned the need to incrementally increase those wages to \$10 per hour for front desk staff and \$15 an hour for professional staff by 2023. Director Eastman reported she had already turned in the proposal to the City of Athens for formal consideration, and she was working on the paper packet for the McMinn County Commission.

### **iii. EGFPL Retirement Plan Update**

Chairman Tyler Forrest reminded the Board that the library was contributing up to 60% of the TCRS expenses. The TCRS contribution rate will drop to 40% effective July 1<sup>st</sup>. Chairman Forrest recommended that the Board should seriously consider paying down the additional TCRS to see how will affect the finances. Director Eastman explained that by paying down the obligations earlier, it could lead to lower rates earlier, saving money in the long run.

### **iv. Board Attorney Conversation**

Chairman Tyler Forrest reported that Ms. Bridget Willhite of Carter, Harrod, and Willhite, PLLC and also board attorney for the Athens City Schools has agreed to advise both Director Eastman and he concerning employment issues, specifically concerning the COVID situation. Those questions include the following: How long can an employee request isolation from the general public and a public

environment? And what is the difference between an employee who medically cannot be vaccinated compared to an employee who refuses to be vaccinated?

#### **v. Nominating Committee Report & Board Composition**

Chairman Tyler Forrest explained to the Board that the Tennessee Assembly has been considering legislation that will abolish the nine Regional Library Boards. This legislation will effect the two board members who are appointed to the Ocoee Regional Library Board by the McMinn County Commission. Mickey Blevins, the Chairman of Nominating Committee, suggested that the Board's bylaws be updated to state that two regional or two county-wide members will be appointed by the McMinn County Commission to the McMinn County Library Board. Ocoee Regional Library Director Liz Schreck clarified that the State Library is looking at a new model of regional communication along the lines of an annual or perhaps quarterly meeting of local library board Chairs (or representatives), which would offer a cohort of support among the Chairs/boards. However, this law would not go into effect until July 1, 2022 for the 2022-2023 fiscal year. With this clarification about the timing, Mickey Blevins recommended delaying the discussion for a few months to see if and when the legislation passes and then respond accordingly.

#### **VI. New Business**

##### **i. EGFPL Transition to City Department Discussion Tyler Forrest**

Chairman Tyler Forest reported that during the presentation at the Athens City Council's annual Strategic Summit, Council Member Jordan Curtis asked about the benefits if the library transitioned to a city-run facility. Chairman Forest replied that such a change could have great benefits, but it would require cooperation and communication with the McMinn County Commission. Athens City Manager Seth Sumner suggested that he and Chairman Forrest discuss the idea and present their ideas to both the Athens City Council and the McMinn County Commission. Before speaking with the city manager, Chairman Forrest asked the Board to give him approval to explore the possibilities with the understanding that no decision would be made. The Board agreed and Treasurer Tim Womac quipped, "You can date, Tyler, but don't get married!"

##### **ii. EGFPL Storybook Trail Grant**

Director Eastman expressed her desire to apply for the Storybook Trail Grant that Director Schreck had mentioned earlier. She asked the Board to grant her approval to pursue the grant for a Storybook Trail to give the Wetlands both a literary and ecology learning opportunities with the cooperation of the Public Works Department.

Patricia Ekiss made the motion; Maggie Hoffman seconded the motion, the motion passed unanimously.

##### **iii. EGFPL Bank Account Authorization**

Director Eastman explained that the authorization on the BB&T Account needed to be updated. She asked for a motion that going forward the Chairperson, the Treasurer, and the Library Director will be on the resolution for the bank as having authority over the funds.

Mickey Blevins made the motion; Patricia Ekiss seconded the motion, the motion passed unanimously.

Director Eastman then asked for the authorization that the names of the signers be updated to reflect the current office holders.

Mickey Blevins made the motion; Patricia Ekiss seconded the motion, the motion passed unanimously.

Lynn Perkinson suggested that if necessary, an Executive meeting could be held to confirm this Board decision and the minutes be given to the bank to expediate the process.

#### **iv. May Board Meeting**

Chairman Tyler Forrest asked that the Board would consider moving the date of the next board meeting from May 24<sup>th</sup> to May 17<sup>th</sup>.

Patricia Ekiss made the motion; Maggie Hoffman seconded the motion, the motion passed unanimously.

#### **VII. Public Comments**

There were no public comments. Chairman Tyler Forrest reminded the board about Trusteeship Training and to mark their calendars for the next meeting – Monday, May 17, 2021.

The meeting was adjourned.





McMinn County Library Board  
May 17, 2021

The McMinn County Library Board met on Monday, May 17, 2021, at the E.G. Fisher Library. The following members were in attendance: Tyler Forrest, Tim Womac, Lynn Perkinson, Patricia Ekiss, Robin Arms, Mickey Blevins, Maggie Hoffman, Everett Gillespie, and Liz Shreck( via Zoom).

The minutes from the March 22, 2021 meeting were read and approved.

Tim Womac presented the Treasurer's Report. (See attached documents)

Library Reports:

Calhoun:

EG Fisher: Peyton Eastman reported that Saturday hours started back up again on May 15. (See attached document for full report)

EG Fisher friends of the Library: Lynn Perkinson reported that they are moving the books from the warehouse to a trailer for storage. They held a pop-up book sale that did very well.

Englewood: Maggie Hoffman reported that the library had applied for the LST Grant and had received one new computer.

Etowah: Lara Crockett submitted her report that included the fact that they hosted Etowah City School's 2nd grade for a library field trip and storytime with 29 children and 3 adults in attendance. (See attached document)

Regional Library: Liz Shreck gave the regional report. (see attached document)

New Business:

Mask Mandate- A request was made to lift the mask mandate for employees at the EG Fisher Library. After some discussion, it was decided to recommend that masks be worn when in the building, but not require that masks be worn. The motion passed unanimously.

Nominating Committee recommendations:

Mickey Blevins presented the new slate of officers for the next year:

Tyler Forrest - Chairman

Mickey Blevins - Vice Chairman

Patricia Ekiss- Secretary

Tim Womac - Treasurer

The slate was approved unanimously.

Since the state of Tennessee has voted to eliminate the Ocoee Regional Library Board a motion was made to make Tim Womac the new Calhoun representative and replace Robert Sherwood who is rolling off of the board. There was a first and a second and the motion passed unanimously.

The budget proposal for FY 2022 was approved unanimously.

Peyton Eatman was commended for the excellent work that she has done during her first six months as Director of the EG Fisher Library, Her probationary status is lifted.

Peyton Eastman requested an increase in the hourly pay of the circulation director from \$10.00 to \$10.50 per hour and the assistant circulation director from \$8.15 to \$8.65 an hour. After some discussion, there was a first and a second and the motion passed unanimously.

Peyton Eastman presented an update request to the In-House Technology Circulation Policy. There was a motion, a first and a second and it passed unanimously. (See attached document)

Peyton Eastman requested permission to paint a play space course on the front sidewalk of EG Fisher Library. After some discussion, there was a motion, a first and a second. It passed unanimously. (See attachment)

Tyler Forest adjourned the meeting. The next meeting will be on July 26, 2021.