

McMinn County Library Board  
1289 Ingleside Avenue  
Athens, Tennessee 37303

BOARD MEETING MINUTES  
MARCH 28, 2022 at 6:00 PM

- I. Call to Order, Establish Quorum, and Acknowledgements  
Present – Chairman Tyler Forrest, Vice Chairman Mickey Blevins, Treasurer Tim Womac, Secretary Patricia Ekiss, E.G. Fisher Director Peyton Eastman, and MCLB members Maggie Hoffman and Lynn Perkinson. MCLB members Robin Arms, Everett Gillespie and Ocoee Regional Library Board Director Liz Schreck were absent. Also present were Joe Bryan - Calhoun City Manager, Sally Rollins – Calhoun Librarian and Justin Ball from TCRS attended via Zoom. Chairman Tyler Forrest called the meeting to order and established that there was a quorum.
- II. Minutes from January 24, 2022 Meeting  
Patricia Ekiss presented the minutes. Tyler questioned the entry regarding Robin Arms resigning June 30, 2022. Mickey moved that the minutes be approved pending clarification of Robin’s resignation status. Maggie seconded the motion.  
NOTE – Tim Womac texted Robin Arms during the meeting regarding her resignation. She replied that she has decided to stay one more year.
- III. Treasurer’s Report  
Tim Womac advised that the reports did not come in yet. The 4<sup>th</sup> quarter checks will come out soon. He will make the rounds delivering checks.
- IV. TCRS Retirement Program Update  
Justin Ball, of TCRS, has been working with Peyton to understand EG Fisher’s obligation toward TCRS. His first item of discussion was the resolution by MCLB to discontinue the part-time employee’s eligibility to join TCRS. If passed by MCLB tonight, any new hires will not be able to join TCRS if they are part time.  
Higher rate – it was 60%, now 40% - which is still a large number. The rate is determined each year by an actuary. This rate is what it takes to fund the plan and can change on an annual basis. 40% of participating employee’s salary is paid in to TCRS on a monthly basis. There are currently 3 active and 7 retired employees in that pool – that is 7 drawing out of the fund and 3 putting money into the fund. Typical is more active employees than retirees. There are also 5 individuals that have worked for the library previously, that could start drawing sometime in the future. The return assumption was lowered this year from 7.25% to 6.75% based on the current market. Lower rate of return expected in coming years. This lower rate puts pressure on employer rates. Gains and losses are amortized over a 20-year period to help smooth out employer rates. An employer ratee of 9-12% if pretty standard.  
Tyler asked if we should phase out of this plan? Justin - Even if switch to hybrid plan the current employees remain on legacy plan. New employees would be on the new plan. This would most likely increase the amount paid – with fewer employees on the legacy plan the employer cost increases. Cost savings would take a long time to show. The rate could increase, but the salary you pay the rate on would be less over time resulting in a payment that remains about the same. Benefit is lower and employee may be required to work longer on hybrid plan. The employer cost may be less, but is adjusted annually. There are no cost controls with less than 100 employees on the hybrid plan. A 401K is required to be offered with hybrid plan. However, contributions are not required to 401K. Legacy plan allows retirement with full benefits at age 60 with 5 years of service or at any age with 30 years of service regardless of age. The hybrid

plan raises the retirement age to 65 with 5 years of service or Rule of 90 which is their age plus their years of service totaling 90.

Tyler – Does MCLB have the option to go with 401K only? Justin – The three current employees stay in the legacy plan until they or their survivor passes away. Peyton should be able to look up who the seven retirees are in the census pool.

Peyton asked if we could add a 401k option for part-time employees. Justin – The state began offering 457 and 401k plans in 2012. Voluntary savings by employees – requires no employer dollars. This plan has a very low cost for the employer – less than .25 %. This can be added in addition to the current or new plan. This option can be added without the need to join the hybrid plan.

Lynn asked if we were to adopt 401K/ 457 option – what if a part-time employee becomes fulltime. Justin – If we only added the 401k/457 option and did not join the hybrid plan, the new fulltime employee would then join the legacy plan with the 401k/457 option available to them.

Tyler wonders if the legacy plan is sustainable at 40%, but it is a strong benefit considering the lower wages we have. Even if we offered just the 401k option and contributed 10%, we would still come out ahead compared to what we pay for the legacy plan.

Peyton advised that our new rate comes at the end of March and begins July 1.

## V. Library Reports

### i. Calhoun

Tim introduced Joe Bryan, city manager of Calhoun, and Sally Rollins, Calhoun Librarian. Sally – hired new person, Mandi Hammons, to cover 5-8 pm shift which started back last week. Library will have a book sale at RiverTown festival. Getting ready for summer reading program and crafts and outside activities.

Joe Bryan added that a new projector was purchased for a movie/reading/book program – movies for kids in the park.

### ii. E.G. Fisher

General Operations – Library staff toured McMinn Living Heritage Museum first Wednesday of March. Continuing to clean with cavicide as books come in. UV sanitizer is used if books need a little extra sanitizing. Upgraded POS system – clunky register has been replaced with a little Square terminal. A Blessing Box was provided by Table Graces providing foods for those coming from the warming shelter needing a meal. Financial - 2019-2020 audit complete and 2020-2021 audit is in process. Funding request for City of Athens has been submitted. A new Sumac donor management system has been implemented. Meleena made a Library Sponsorship application for Summer Reading and other programs. They will be mailed out in the next couple of weeks.

Facilities – Reached out to Corporal Parson with Athens PD regarding after hours activity at the library. There is not a loitering law in Tennessee. He suggested the library install a “No Parking” instead of “No Loitering” sign behind the building. She also spoke with Chris Liner at Athens Insurance gave similar feedback. Main advice was to make sure all surveillance equipment remains functional.

Circulation – New books on shelves from state order. 28 hotspot checkouts in Feb/Mar and 27 Chromebook checkouts. More than 50 donations of Maus books and \$3,110 donated through PayPal. Many of the Maus books have been re-homed to other libraries in the state needing them. Three copies in our collection and seven held as backups.

Programming - Storytimes happening three times weekly, plus one Bilingual Storytime

per month. Dungeons and Dragons weekly for adults and teens. Book Discussions returning in April. Spring Break programs - 435 total program attendees and 80 meals distributed. Upcoming: Annual Countywide Youth Poetry Contest is coming up and Summer Reading Kick-Off Carnival is Thursday, June 2.

Community Outreach – Participated at Athens Bicentennial Event in partnership with Living Heritage Museum, attended Main Street Athens Breakfast and Business, was a guest at Kiwanis lunch, and personally joined Athens-McMinn Family YMCA Board. Upcoming - Breakfast Before Hours will be hosted by EG Fisher on Thursday, May 19 at 8:00am. Meleena and Peyton will be assisting North City School test proctoring. The library will be at Fifth Friday in downtown Athens on April 29<sup>th</sup>.

Mickey asked about 1,000 books before kindergarten. Peyton said it has been on her radar, but she has not been able to implement it yet. Books are tracked and children are encouraged to read or listen to 1,000 books before they start kindergarten. Prizes are given after every 100 books. There is an app for tracking instead of needing to use paper.

- iii. E.G. Fisher Friends of the Library  
Lynn reported that they are ready to start collecting books again. Not as many books as normal. Bring books to back door when library is open.
- iv. Englewood  
637 people have used the library and 471 used computers over the past 3 months. The librarian is looking for an Englewood resident who might be interested in replacing Maggie when her term ends in June.
- v. Etowah  
Tim reported that the library recently changed their hours. They have a new director, Trish Mobley. Arranging a 4<sup>th</sup> grade field trip to the library. Unused furniture that is downstairs is being sold and money will be used to fix electrical and plumbing issues.
- vi. Regional Library  
Presented by Peyton in Liz's absence. Meleena and Peyton will be attending the TLA conference in Knoxville in April. Fulltime staff will be attending the virtual training Regional In-service on March 29. Meleena was able to attend the Virtual Teen Librarian Summit March 16. EG Fisher will have some representation at the Leadership In-service on April 26. They are still working on TOP Grant and ARPA grants. Liz included Core Competencies Online Training by Niche Academy. Peyton explained this is a robust training opportunity that can be used so that all employees have the same training.

## VI. Old Business

- i. EGFPL Transition to City Department Update  
Tyler Forrest reported that he and Peyton had the opportunity to present to the Athens City Council about a month ago. It was very productive. They gave the Board's budget request to them and talked about transitioning the library to a City department. John Gentry is very much in favor of the transition. He told the City Council – ball is in their court. City of Athens needs to take the next step.
- ii. EGFPL Bathroom Construction Bid  
Extended 45 days. Now we have two bids. Cherokee Construction \$126,280 to renovate both bathrooms. East Tennessee Construction - \$74,500 - \$31,975 for men's and

\$32,575 and \$9,950 for water fountain area. (both include renovation of water fountain area).

Tyler – we need partnership with city and county to make this manageable. Plan to share the low bid with city and county to get their reaction. Asked if this was acceptable to everyone? Board members responded affirmatively.

## VII. New Business

### i. By-Laws Change

Tyler spoke with John Gentry last month. He has no objection to change of by-laws to account for two regional seats. Mr. Gentry did not feel the MCLB required any action by the County Commission because the Library Board had their own set of By-Laws. Seth Sumner was e-mailed at that same time and had no objection. Tyler made the following modification to the by-laws -

*This Board shall consist of nine members and shall be composed of both men and women.*

*Six of these members shall be appointed by the McMinn County Commission, representing Calhoun, Englewood, Etowah/Carnegie, Niota municipal areas, and 2 McMinn County citizens at large. Three members are appointed by the Athens City Council in accordance with the Public Library Laws of the State of Tennessee.*

Still 9 members – instead of 4 by the County Commission, it will now be 6 – 4 by municipal areas and 2 at large. Still 3 by Athens.

In addition, the section regarding the Regional Library Board members will be deleted. Motion by Patty to accept changes as edited by Tyler, Second by Tim. Passed.

### ii. Nominating Committee Discussion

This is a follow-up to the above bylaws action. We now have two additional seats and Patty and Maggie are rolling off June 30. Niota area, Englewood area and 2 at large seats to fill. Mickey's position is expiring effective June 30 because of the Regional Board. Tim was the other Regional Representative and has moved into the Calhoun position. Mickey is working on some names for the nominating process. Plan is to have a slate of candidates for discussion at the May meeting and immediately get those names to John Gentry for action by the County in June. That would have them in place by the July meeting.

### iii. Calhoun Recommendation to Appoint Sally Rollins

Sally Rollins was asked to step out. Liz had asked that we handle this since Calhoun does not have a library board. Joe Bryan recommended Sally for the director position in Calhoun Library. He stated that she was a good employee, 8 years, glue that holds community together. She worked with Mary Tickle, the former Director. Received applications from others but they wanted full time and more money than what city could pay. Joe recommends we approve. He is working with Sally to modify her schedule. Lynn questioned her other jobs. Joe explained that they do not keep her from her library duties. The city is working to hire another part time person. Tim commented that Sally was good for Mary creating a good balance. Tim moved we accept Mr. Bryan's recommendation and approve Sally Rollins as Director of the Calhoun Library. Second by Mickey. Passed

### iv. EGFPL Credit Card Processing Policy Update

Peyton reported that the library has their new square system. A 10-cent service fee was approved last meeting. They have discovered that there is a minimum charge of \$1. She is wanting to change the policy to have the excess as donation. (Example - .25 copy

fee + .10 service fee + .65 donation = \$1.00) Motion by Mickey that we approve Policy change. Second by Maggie. Passed.

- v. EGFPL Overdue Fine Policy Update  
Peyton requested we change the minimum fine a household can have and still be allowed to check out. Proposal is to allow up to \$1 in fines and still allow them to check out items. Tim moved we approve with second by Patty. Passed.
- vi. EGFPL TCRS Resolution  
Peyton said that TCRS requires a resolution to remove part time employees. Tim made the motion with second by Mickey. It was discussed that the Board explore the 401K option and change to hybrid in the future. If the library becomes a city department the retirement option goes away, but we must continue to fund the legacy employees. Resolution passed. Resolution was signed by Patricia Ekiss, Secretary of MCLB.
- vii. EGFPL Director Kiwanis Club Membership  
Tyler asked Peyton to step out of the room while this was discussed. Jordan Curtis approached Peyton about becoming a member of the Athens Kiwanis Club. MCLB would have to pay her membership. This was previously done for former director Beth Mercer. Jordan feels the library would get far more out of the membership than what they pay in. The cost of administrative dues is \$460 a year plus Pancake and Barbeque contributions equals \$717 total or approximately \$175 quarterly. We stand to get more from them than what we put into the membership. Kiwanis meets monthly for lunch which is included in the fees. Mickey proposed we do it for one year and see if we receive any benefits. Lynn is concerned about taking time away from the library. Mickey stated that meetings would be during lunch, after hours and/or weekends. Tyler meets with Peyton weekly and he has no concerns about her taking time away from the job. Tyler agrees with trying it for a year. Mickey made a motion that we approve for one year with a second by Tim. The motion passed with Lynn abstaining. Peyton advised that we will cover the dues for one year and then evaluate it on an annual basis.
- viii. May 2022 Meeting Date Change – May 16, 2022  
Tyler advised that the next meeting date of May 23 conflicts with library training (Public Library Management Institute) and Peyton will be out of town. Mickey advised that he will not be available on May 16. He needs to report on the nominating committee at the next meeting. Meeting date kept at May 23. Peyton will see about attending via Zoom from the training or provide her report in advance.

VIII. Public Comments  
None

Patty moved to adjourn with a second by Maggie. Meeting adjourned.

Reminders

- Trusteeship Training
- Next Regular Meeting – May 23, 2022