

McMinn County Library Board
1289 Ingleside Avenue
Athens, Tennessee 37303

BOARD MEETING
JULY 26, 2021 at 6:00 PM

Present – Chairman Tyler Forrest, Treasurer (awaiting approval) 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, Everett Gillespie and Lynn Perkinson. Robin Arms and Maggie Hoffman were absent.

I. Call to Order, Establish Quorum, and Acknowledgements

Chairman Tyler Forrest called the meeting to order and welcomed guests. He acknowledged and thanked Robert Sherwood for his time as a public servant.

II. Minutes from May 17, 2021 Meeting

Former Secretary Robin Arms was unable to attend and approval of minutes from May was deferred to the next meeting.

III. Treasurer's Report

Former Treasurer Tim Womac's reappointment to MCLB is pending County Commission approval. Lynn Perkinson asked if officers were to continue until replaced or reappointed. Chairman Forrest commented that "when your term ends, it ends" and ORLB Director Schreck agreed. Tim Womac, as a volunteer/guest, referred to the financials that were emailed ahead of the meeting. May/ June Fines and Fees are up compared to last year, the library received several grants thanks to Director Eastman. Expenses - big increase in June - from \$300 in 2020 to \$16,000 in 2021 due to a major maintenance project. County budget passed, checks to be handed out this week. Overall, this year looks much better than last year. Chairman Forrest thanked Director Eastman for her hard work.

IV. Library Reports

i. Calhoun

Calhoun Library Director Mary Tickel reported that 13 children and 7 adults participated in the Summer Reading Program.

ii. E.G. Fisher

Director Eastman discussed the goals which were set for 2021 and current progress made toward those goals. Finally back to 55 hour per week service (standard for a Level IV library) at beginning of July. Two Re-employability volunteers are working 45-60 hours per week. Staff evaluations are done and 50% have been discussed with staff. City of Athens increased their allocation to library by \$10,000. Working with WarrenJackson CPAs to improve the accuracy of recorded

income sources reported. TOP Grant funding began July 1st – tech classes have started. Upcoming TSLA Grants - American Rescue Plan Act maximum request is \$25,000 and FCC Connectivity Funds.

Community Room available to public starting 8/1. Quick Dry Carpets will be shampooing all carpets in library.

Sidewalks pressure washed by McMinn County trustees. Working on ADA compliance evaluation – stickers added to mark accessible areas and preparing to replace parking lot accessibility signs.

Working on annual weeding of materials and books. 82 hotspots circulated with wonderful feedback from the patrons. Updated and improved the Community Resource area of the library – maps of downtown, social services, etc.

Summer Reading 6-14 thru 7-19 more than 700 attended more than 100 meals served 400+ reading competition participants. Final numbers will be reported at the September meeting.

Community outreach – EGFisher was involved with the City of Athens strategic planning, meeting patrons at Athens skate park and inviting them to the library, Kid's Connection. Upcoming – 5th Friday July 30 and sharing information with Athens City Schools staff at In-service Aug 4, Festival of Nations Sept 18 and Pickle Festival Sept 25.

Mickey Blevins asked summer meals numbers as compared to 2019. Director Eastman replied that participation was good, but not quite up to 2019 numbers.

iii. E.G. Fisher Friends of the Library

Lynn Perkinson - Currently accepting donations on Saturday mornings for several weeks. They are averaging a truck load a week. Still cannot take magazines due to humidity and heat, but they are one of their best sellers when they have them.

iv. Englewood

In Maggie Hoffman's absence Tim Womac reported Englewood has a new librarian – Madison Webb. Ocoee Regional Library Board Director Schreck said she thought Madison will be going back to school. Englewood currently has no library board and they are having difficulty in finding people for a new library board. Library is currently open 30 hours a week. ORLB Director Schreck is working with the city.

v. Etowah

Lara emailed her report – no questions.

vi. Regional Library

ORLB Director Schreck reported that she hosted an emergency connectivity funds webinar. It is a federal grant that is part of the rescue plan money. Libraries can apply for routers, hotspots, laptops, etc to be used off site. ARPA grant is also rescue plan money and there is \$2.5 million to distribute. Tech grants to update tech equipment and software. Match is no longer 50/50 but has been reduced to 5-

20 percent depending on library level. Libraries can also order print & digital materials and a short list of furniture. The application deadline is August 12. The Public Library Service Agreement was sent via e-mail. This document outlines what both the MCLB and the Regional board do.

First Training session is scheduled to be both in person and virtually on August 17 and will be on Programming Partnerships.

Annual trustee workshop will be in person in Crossville at Art Circle Public Library. It is a one day workshop on September 28. Attendance has an impact on grant money. More information will be sent as it becomes available.

Numbers are up from last year on Consortium downloads.

VII. Public Comments

Public comments were moved up in the agenda with no objections. Following are those that spoke –

Mike Roberts – semi retired educator, Sally Donaldson unable to attend, Mike read Sally's comments regarding transgender issues. Pride exhibit is just as important as women's or black history exhibits and should not be hidden in a corner.

Cindy McCowan – She came to see the PRIDE exhibit and could not find it. Feelings hurt by exhibit being moved. Thankful for library. She thinks the library should have stuck with its commitment to display the PRIDE exhibit instead of moving it. Library needs to follow its conviction and stick with it. She wanted to know why it was moved. Chairman Forrest stated that he received feedback from an elected official of one of the library's primary funding bodies stating that the display should be removed. This funding body provides about 1/3 of the library's support and the official said it would not settle well with the funding body if the display was not removed. After discussion a decision was made to move the display and to explore adopting a policy to cover this issue in the future. Ms McCowan appreciates that Chairman Forrest relayed the truth. Chairman Forrest clarified that the office holder mentioned does not exercise the full authority to remove funding from the library, but it was implied that it was not good to keep the display.

Michael Coffey – President of local PFLAG chapter (parents, friends and families of lesbians and gays). He explained the Origin and History of PRIDE month and the read the Freedom to Read statement from library website. Mr. Coffey ended with a James Baldwin quote.

Bill Freeman – Etowah – Speaking out for support for LGBTQ community. He is sorry for the controversy caused by the PRIDE display. He does not want the opposed voices to determine the atmosphere of our community.

Unnamed public attendee pushed for Chairman Forrest to name the elected official that caused the display to be moved. Chairman Forrest declined and thanked the public attendees for their comments.

Item viii from NEW BUSINESS was moved to this part of meeting with no objections.

viii. EGFPL Collection Development and Reconsideration of Materials Policy

Director Eastman explained that these two separate policies are being combined into one document. In doing so, she compared verbiage to Etowah's policy and also received some input from ORLB Director Schreck. Section J-4 of the policy included Freedom to Read statement and library bill of rights. The ALA Freedom to View statement was not previously included and has now been added. Previously the Reconsideration policy was designed to challenge materials to be removed from the library or reclassified. The same policy and process is now also being applied to library displays as well as materials. A challenge to materials or displays must be in writing. The Library Board must have a committee of 5 review and make suggestions to the board regarding the material and displays. Section "K" of the policy references Displays.

Lynn Perkinson moved to discuss, Patricia Ekiss seconded. Chairman Forrest suggested the Library Board Executive committee be used instead of a committee being appointed by Director Eastman. Lynn Perkinson asked if weeding was part of this. Director Eastman said it was based on circulation information and relevancy. Lynn Perkinson said weeding was strictly based on circulation information in the policy. Director Eastman said the policy has since been updated. Mickey Blevins presented a scenario and requested whether material or display would be removed at time of challenge. Director Eastman responded that the material would remain until committee and board action. Lynn Perkinson feels there is a misunderstanding about PRIDE display being moved and stated that we need consistency and parameters. Director Eastman explained why displays were moved.

Everett Gillespie clarified that the 3 sided display had only one side opposed to. Feels the public official should not be coddled to. If so, you enable them and then what's next?

Chairman Forrest said it is unfortunate this policy was not in place at time of this issue. The public official stressed that the PRIDE display did not rest well with the constituents of this county nor the position of the government body. Clarified that the official did not threaten to pull funding, but has significant pull regarding funding.

Chairman Forrest moved for a vote with the amendment that instead of the full Board acting, it will be just the Executive Committee. Executive Committee meeting minutes will be shared. The updated Policy passed unanimously with the Executive Committee change.

V. Old Business

i. EGFPL Capital Update

Director Eastman reported that the FY finished with money in the bank account. A \$10,000 increase was received from the City of Athens. She is working with Jordan Curtis regarding investment accounts to keep funding consistent.

ii. EGFPL FY22 Budget Request/Proposal Update

City of Athens acted on increase of \$10,000 to bring it to \$155,000. McMinn County is not increasing funding this year.

iii. EGFPL Transition to City Department Update

ORLB Director Schreck pulled several documents; however, no movement has been made on this. Chairman Forrest spoke briefly with the city manager and is forwarding documents to him.

iv. Nominating Committee Recommendations

This was acted on at the last meeting. McMinn County Commission has not yet acted on the Library Board's recommendation to appoint Tim Womac to Calhoun city which would leave one vacancy on the regional library which we would leave open. Tim Womac's term on the regional board ended June 2021. It was recommended that he be appointed to the county board as a representative from Calhoun through June 2024 and also serve in that capacity as a regional board member through June 2022. It will leave one at large seat vacant. This will be discussed in more detail at the end of this calendar year or the first of next year.

VI. New Business

i. MOE Service Agreement

Chairman Forrest signed the Library Service Agreement on behalf of the Library Board. The Maintenance of Effort Agreement will be coming soon and it will be circulated to all districts.

ii. Calhoun Policy Manual

Calhoun Library Director Mary Tickel is not ready for the board to act on it, but has submitted it to the board for comments. The final draft will be submitted in September. Chairman Forrest said it looked well organized and requested the board look it over before the September 27 meeting when we will vote on it.

iii. EGFPL Director Evaluation and Probationary Period

Chairman Forrest asked Director Eastman to step out of the room. Evaluations were completed via survey from 5 board members, 8 staff, and Director Eastman. Director Eastman noted on her evaluation that there were some areas that needed work. Everything was acceptable in all categories except for her self evaluation. It was moved by Mickey Blevins and seconded by Everett Gillespie to accept the evaluations. Mickey Blevins and Chairman Forrest noted that they were pleased that 8 of 9 staff gave all acceptable. There is a Compensation Adjustment Pool as a result of the actions by the City of Athens. Director Eastman has been in the director role for 1 year. Her current salary is considered to be at market. Director Eastman has proposed a 5% market adjustment for all of the library staff. Chairman Forrest suggested the board adjust the 5% pool recommended by Director Eastman to a 2% Cost of Living for all staff and an additional 3% for staff and not director. This was proposed because the staff, with the exception of Director Eastman, is below market. This was unanimously passed.

5 minute break

iv. EGFPL FY 2022 Budget Amendment

The budget amendment is to capture the \$10,700 increase from the City of Athens. Director Eastman added that the final numbers are different from the original. A line item was added under Income and Expenses for Capital Improvement. Extra funding would be required from the city, county or donations to complete the capital improvement projects to be discussed in a later agenda item. Chairman Forrest recommended it be noted that the capital is not going to be

spent unless the funding is acquired. A motion to accept the budget with a caveat as mentioned by Chairman Forrest was made by Mickey Blevins and seconded by Everett Gillespie. It passed unanimously.

v. EGFPL Employee Compensation Adjustments

Director Eastman proposed a 5% across the board increase in staff salaries based on the increase in funding from the City of Athens and the savings from the retirement rate going down. The lowest pay would be \$8.15/hr. This is moving toward getting clerks up to \$10/hr and professional staff up to \$15/hr in 3 yrs. Chairman Forrest requested the effective date for this increase. It was decided that this increase will begin at the beginning of the new pay period which is August 9. Director Eastman's increase is to be effective August 9 also. Lynn Perkinson moved to accept and Mickey Blevins seconded. All passed.

vii. EGFPL Maintenance and Capital Improvement Plan

Director Eastman provided the board with an operations manual showing maintenance and improvements. They are working on catching up. She noted that the bidding policy is in line with McMinn County bidding and contractor's insurance requirements. The 5 Year Maintenance Plan goes hand-in-hand with improvement. Aggressive 5 year plan. Currently getting bids on projects. Higher priority – storybook trail must be installed by the end of the FY as required by the grant. Motion by Everett Gillespie and seconded by Lynn Perkinson to accept the plan. Motion carried unanimously.

viii. EGFPL COVID Leave Policy

Director Eastman said the Board passed a COVID Leave Policy last July that employees would not have time off come from their leave time if exposed to COVID. Director Eastman requested that it be rescinded. Everett Gillespie so moved and Patricia Ekiss seconded. It passed unanimously.

Chairman Forrest reminded the board members to focus on Trusteeship Training and that the next regular meeting is scheduled for September 27, 2021.

The meeting was adjourned at 8:03 PM.

**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

**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.

McMinn County Library Board
1289 Ingleside Avenue
Athens, Tennessee 37303

BOARD MEETING MINUTES
JANUARY 24, 2022 at 6:00 PM

I. Call to Order, Establish Quorum, and Acknowledgements

Present – Chairman Tyler Forrest, Treasurer Tim Womac, Secretary Patricia Ekiss, E.G. Fisher Director Peyton Eastman, Ocoee Regional Library Board Director Liz Schreck – via Zoom, and MCLB members Robin Arms, Everett Gillespie, Maggie Hoffman and Lynn Perkinson. Vice Chairman Mickey Blevins was absent. Chairman Tyler Forrest called the meeting to order and established that there was a quorum.

II. Minutes from November 22, 2021 Meeting

Patricia Ekiss presented the minutes. Robin moved to approve and Everett seconded. The motion passed unanimously by voice vote.

III. Treasurer's Report

The following is Tim Womac's report which was read by Patricia Ekiss.

October 2021

Overall expenses are nearly the same from October 2021 to October 2020, though the different expenses categories are different, depending on when the bills got paid.

There's a noticeable uptick of over \$1,000 in fines. Congrats to Director Eastman for the \$2,500 grant.

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The big expense in November 2021 compared to November 2020 was that the insurance came in. I have noticed that the formatting with the November report was a little different, and I am working to find out what happened.

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In other news:

The **Quarterly checks** have been picked up. Thank you, Director Eastman for doing that for me. I will be making my usual rounds, checking in with library directors, very soon. I will probably go ahead and drop these checks off in the various night deposits at the City Halls, so they can be deposited before the end of the month.

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IV. Library Reports

i. Calhoun

The following is Tim Womac's report which was read by Patricia Ekiss.

Calhoun Public Library bid farewell to our library director Ms. Mary Tickel on Tuesday, January 18th. Ms. Tickel is moving out to Texas.....and joining a convent. She will spend her first three months as a visitor, before she is officially enrolled. And yes, I did ask

her if she would babysit for a widowed sea captain if the opportunity arose. She quickly replied, "Yes, if he's as good looking as Christopher Plummer." We wish Ms. Tickel all the best in her spiritual journey, and thank her for years of service at the Calhoun Public Library. The Calhoun Public Library is exploring options with the two remaining library staff about the next steps to take.

Respectfully submitted,

Tim Womac

P.S. She was told not to bring any books, because they have their own library, and be prepared to stay in the convent for 3 months straight. I told Mickey Blevins if that I couldn't get out to see the mountains and river, couldn't have my collection of books, or see a pretty face, I would be in a most unholy mood! ☹️

Added by Tyler - Joe Brian, Calhoun City Manager, contacted Tyler and discussed Sally Rollins and getting certified. He understands MCLB has a say in this. Liz said that MCLB is the library board of Calhoun. Liz encouraged the MCLB to work with the Calhoun City Manager. The board needs to have some official participation in the hiring process. Tyler will get the ball rolling. Tyler commended Mary Tickel's work for the library.

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Maggie – The director recovered from illness. Working on summer programs.

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second person has been hired – now fully staffed. The Board is meeting in February to discuss additional hours. Director went to West Polk library today for some training. Robin questioned – Does the library need a food license if serving refreshments? Peyton said they serve lunch at E.G. Fisher and no license is needed.

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Liz reported via zoom due to COVID in her house, but she tested negative. Liz discussed the Ocoee River Regional Library training opportunities – see handout for full listing. On February 28 there will be a Roundtable for the newly hired library directors in our area – 6 or 7 in the past 6 months. All libraries have received their ARPA grants and are encouraged to make their purchases as quickly as they can and changes may be necessary due to global shortages. Annual Standards Survey analysis report have been distributed to all libraries. Directors and boards are encouraged to select 2 or 3 unmet standards and focus efforts on meeting those standards this year.

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Tyler Forrest updated on the transition to a City Department and the library board seats – Conversations with Seth Sumner & John Gentry – City still has interest in further exploring the library becoming a City department, but unsure of timing. It's still in the queue. Tyler shared info with Seth Sumner from other municipalities with similar agreements. Stay tuned and see how it evolves. Not as pressing now that our financial situation is improved.

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She spoke to Corporal Reed at Police Dept. He will add the library parking lot as a definite spot to patrol. Fewer problems in recent years. Pergola area is also checked. No problems. He suggested that

we add exterior security cameras. There are none at this time that look into parking lot. Similar process to downtown parking at city pavilion. Police dept. process - If sleeping and no illegal activity or warrant - they are leaving them to sleep. Peyton got all police reports from 2018 to present. She will start checking for new ones every other month. The Library is on the patrol list of Athens Police Dept. Many of the past problems have shown improvement.

Lynn commented about the loitering sign – asking if it was still necessary. Peyton said it was posted due to library policy since only employees are allowed in that area. She will see about changing library policy and letting the Athens Police Department know. Robin – will insurance require us to have a sign posted. Peyton will check on that also. There needs to be differentiation between loitering in a public space or using a public space.

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Tim moved to adopt this policy change. Everett 2nd. Passed.

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Recommendation is that we adopt the report but work with Warren Jackson in the future to address items of concern. Motion to accept audit report by Lynn. Robin 2nd. Passed.

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On capital request – recommended that we stick with HVAC replacement only - \$75,000 with a 3-way split - and leave out the parking lot. Bathrooms and HVAC are priorities.

5 City council members are supportive of library – 3 very much so.

Motion by Robin and 2nd by Maggie for two options – Traditional 2% COL increase and aggressive plan with 2% in additional pool and capital improvement of HVAC only. Passed.

VII. Public Comments

none

Reminders

Trusteeship Training

Next Regular Meeting – March 28, 2022

Move to adjourn by Robin. 2nd by Everett. Passed.

Meeting Adjourned.

McMinn County Library Board
1289 Ingleside Avenue
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BOARD MEETING MINUTES
JANUARY 24, 2022 at 6:00 PM

I. Call to Order, Establish Quorum, and Acknowledgements

Present – Chairman Tyler Forrest, Treasurer Tim Womac, Secretary Patricia Ekiss, E.G. Fisher Director Peyton Eastman, Ocoee Regional Library Board Director Liz Schreck – via Zoom, and MCLB members Robin Arms, Everett Gillespie, Maggie Hoffman and Lynn Perkinson. Vice Chairman Mickey Blevins was absent. Chairman Tyler Forrest called the meeting to order and established that there was a quorum.

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VII. Public Comments

none

Reminders

Trusteeship Training

Next Regular Meeting – March 28, 2022

Move to adjourn by Robin. 2nd by Everett. Passed.

Meeting Adjourned.

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 4th 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 rate of 9-12% is 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 29th.

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 4th 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. Micky 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

McMinn County Library Board
1289 Ingleside Avenue
Athens, Tennessee 37303
BOARD MEETING MINUTES
MAY 23, 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 (via Internet), Ocoee Regional Library Board Director Liz Schreck and MCLB members Everett Gillespie, Robin Arms and Lynn Perkinson. MCLB member Maggie Hoffman was absent.
Chairman Tyler Forrest called the meeting to order and established that there was a quorum.
- II. Retiring Board Member Recognitions
Tyler Forrest presented Patricia Ekiss with a plaque recognizing her time on the MCLB.
- III. Minutes from March 28, 2022 Meeting
Patricia Ekiss presented minutes from March 28, 2022 meeting. Robin moved they be approved and Everett seconded the motion. Passed unanimously.
- IV. Treasurer's Report
Tim Womac presented the following:
Highlights from the January - April Treasurer Reports
January 2022 - Both the McMinn County and Athens City 3rd quarter checks were deposited. (Last fiscal year, the Athens check arrived early and was deposited in December 2020). VEC Grant - \$1,200. Expenses slightly higher.
February 2022 - Strong Contribution: nearly \$14,500. Big expenses were the audit and equipment (nearly \$9,000 in equipment).
March 2022 - Biggest difference was \$4,000 plus paid out to the Employees Retirement Fund.
April 2022 - Both the McMinn County and Athens City 4th quarter checks were deposited. \$1,258 in grant money. Health Insurance was \$4,000 higher.

4th Quarter Checks/MOE

Special thanks to Director Peyton for picking up the 4th Quarter checks for me.
Special thanks to Ms. Shannon Gates who always prints those off and double checks me.
I visited all three of the smaller libraries – Calhoun, Englewood, and Etowah. And for all three I encouraged the librarians to work with their bookkeepers to ensure that they will have spent all their library money both county and city by the end of June. Director Liz Schreck has a favorite catch phrase about “leaving money on the table.” And not spending that money will come back to haunt us in October when we start passing the MOE, the Maintenance of Effort agreement around.

Some personal thoughts on investments -

Recently, the S&P 500 continued its six-week drop – the longest streak since 2011. The economy continues to deal with the aftershock of the COVID shutdown/restart, with the disruption in the world supply chain, with the war of Russian aggression in Ukraine, and with rising inflation. But with all of that, I'm still investing into my Roth 403b. And I encourage all of you not to let this perfect storm of events cause you to make any rash decisions regarding your investments or library investments. Investing is like a roller coaster. It has it's ups and downs, but you only get hurt when you unfasten your seatbelt.

- V. Library Reports
 - i. Calhoun
Tim Womac reported that new librarian is doing well and getting ready for summer reading program.

ii. E.G. Fisher

Peyton at PLMI reporting via the Internet.

General Operations –

- Library Staff Development Day fire extinguisher training with AFD
- Staff is completing TSLA Certified Public Library Worker Training
- TWRA sales are now in place
- Additional janitorial supplies switching to UniFirst delivery

Financial –

- Square POS System upgrade saved \$50.00 in processing fees in April
- Funding request for McMinn County submitted
- Summer Reading and Program Sponsorships: +/- \$2,000
- Wrapping up ARPA and TOP grants

Facility –

- Rackley Roofing looking at several roof repairs
 - Silo area sealing
 - Drip edge reattachment
 - Minor gutter repair
- Community Room HVAC unit has received a refill of freon

Circulation –

- New books from state order are hitting the shelves
- Hotspot circulation: 32 checkouts in April/May
- Chromebook circulation: 20 checkouts in April/May
- New Juvenile Graphic Novel section complete

Programming –

- Annual Youth Poetry Contest
- Saturday Book Discussion began in April
- Summer Reading Program Kick-Off: June 2
 - Reading prizes for all ages
 - Free, educational activities daily Monday through Saturday
 - Free lunch for ages 18 and under Monday-Friday, 12:00pm-12:30pm
- Dungeons and Dragons weekly for adults and teens

Community Outreach –

- Hosted Breakfast Before Hours
- Assisted North City School test proctoring and delivered snacks
- Attended Athens City Council meeting for first reading of the budget
- Attended networking event for businesses at Lite House
- Let's Read 20 Bus and GELF are expected at Summer Reading Kick-Off Carnival

Miscellaneous - One hotspot reported as stolen by patron – police report filed – hotspot is disabled.

Information has been received about an estate gift from a local resident. More on that gift in the near future.

iii. E.G. Fisher Friends of the Library

Lynn reported there will be a used book sale June. Setting up June 20-23 at the High School. 5-8 pm Thurs and full days Friday and Saturday and starting at noon on Sunday. Not as many books as past years. Needing volunteers.

iv. Englewood

Maggie sent an email reporting 609 in attendance and 494 in computer usage.

- v. Etowah
New Director – Trish Mobley moving to Seymour. Briana Pagdon was promoted from Program Director to Director. She had been training with Trish. Mountainview Elementary 4th grade did a book tasting. Mountainview Elementary donated 40-50 folding chairs to library. Getting summer reading going.
 - vi. Regional Library
Liz reported on upcoming and ongoing trainings. Core competencies training starts with a knowledge check so content can be skipped if already known. ARPA grant deadline is June 30th. New grant – Annual technology grant – requires a 50% local match. Deadline to apply is July 17th. Annual library service agreement deadline is due June 30. Copy to Tyler for signature. Some of our libraries have a higher digital checkout than physical. Lynn commented that it is important that children use real books and you cannot start them too young.
- VI. Old Business
- i. EGFPL Transition to City Department Update
Tyler Forrest reported that in the midst of multiple budget meetings this topic came up several times. There seems to be some real traction behind this. This was discussed at the Athens City Council work session. There is interest in exploring it further. Mayor Gentry is very supportive and interested in pursuing this. Tyler will keep pushing this as best as he can.
- VII. New Business
- i. New Board Member Recommendations
Mickey Blevins has been in search of three new board members. The MCLB is losing Maggie and Patricia.
Recommendations are Jan Dingess – 39 years as a teacher from Englewood, Tara Carter – Niota area. Wife of Alan Carter of Athens Ins. At large position – Tyler Boyd – teacher and author. Recommending them to the board to have them start July 1, 2022. If board approves, the names will be presented to the County Commission. Tim made a motion to approve, Robin seconded, Lynn opposed, all others approved. Passed.
 - ii. FY22-23 Officer Recommendations
Mickey reported that the current Chairman, Vice Chairman and Treasurer have agreed to continue. Robin has agreed to return as secretary for one year. Lynn asked how long Tim has been treasurer. Four years? Lynn withdrew question. Lynn moved to approve the recommendations and Mickey seconded. Passed unanimously.
 - iii. EGFPL Draft Budget
Peyton Eastman presented the draft budget. HVAC project included and budget will be adjusted if not done. Postage increase. Operations software to manage donations and looking into the most affordable option to manage volunteers. Payroll includes a 3% increase. Tyler commented that there is support from city and county to each add \$50K. The city has already acted on that in the first reading of their budget. John Gentry from the county is also in favor. If board adds \$50K there will be \$150K to get bathrooms and HVAC done in one year. One city council member is showing resistance to recurring funding. Budget document may need to be amended on pay raise side if support does not come through. Peyton – Hoping to bring in \$50K in donations. Currently there is limited knowledge of estate gift, but Tyler suspects that it may be around \$50K.
No questions on draft budget. Mickey moved to approve the budget, Tim seconded. Approved

- iv. EGFPL HVAC Bid
Peyton reported on replacing remaining 5 HVAC systems – 2 are double (7). Bid to include prep and cleanup. She spoke to county management and was told to expect delays. No questions. Tim moved to approve, Everett seconded. Passed
- v. EGFPL User Related Policies – Paid Services
Peyton presented an increase in costs of printing services and types of printing being requested, especially since Staples closed the Athens store. No questions. Robin moved to approve, Everett seconded. Passed
- vi. EGFPL Corrections to User Related Policies
Peyton presented an update to correct some loopholes that have been discovered. Limiting households to one hotspot hold at a time. Meeting room deposit non-refundable and non-transferable to another date.
Patty moved to approve. Mickey seconded. Passed
- vii. EGFPL User Related Policies – Volunteers
Peyton stated this is to get some more solid policies on the books before Summer Reading kicks off - particularly pertaining to teen volunteers and code of conduct. Tyler noted that it closely mirrors what Etowah has in place. Lynn asked if individuals are expected to wear shoes at all times? Covered in patron behavior. Tyler – There are three categories Patron, Volunteer, Employee. Peyton will look into overall policy to see what will fit. Will work to define three roles. Tyler – Instead of “proper footwear” define it as shoes. Pass with exception of footwear issue. Peyton to bring up all three policies next meeting with appropriate language to cover footwear.
Move to approve by Everett, Mickey seconded. Passed
- viii. EGFPL User Related Policies – Facilities Use
Peyton said this is to define usage of age specific spaces. Spells out what ages can use each area. Also includes some time frames for the teen space. No questions. Robin moved to approve. Everett seconded. Passed
- ix. EGFPL Director Evaluation
Peyton disconnected. Tyler – Evaluation of EGFPL Director to be completed in July. Tyler will send it out by the end of June so it can be done by July meeting. Last year’s scale was 1-3 and this year it will be 1-5. There are 10 categories and room for comments. He will send to all board members and also to staff.

Liz presented a certificate to Everett Gillespie for completing the Trustee Training workshop.

Lynn commented that Tyler was presented PHd last year and extended congratulations on new job as President of Tennessee Wesleyan University.

VIII. Public Comments

None

Robin moved to adjourn; Everett seconded. Meeting adjourned at 7:13 pm.

Reminders

- Trusteeship Training
- Next Regular Meeting – July 25, 2022