

McMinn County Library Board

**1289 Ingleside Drive
Athens, TN 37303**
Board Meeting Minutes
July 25, 2022 at 6pm.

The McMinn County Library Board met on July 25, 2022 at the E.G. Fisher Library.

Attendance: Tyler Forrest, Mickey Blevins, Tim Womac, Robin Arms, Lynn Perkinson, Jan Dingus, Tyler Lloyd, Everett Gillespie, Tara Carter, and Peyton Eastman

Chairman Forrest called the meeting to order at 6 pm. He gave a welcome to the new members as well as a brief overview of the purpose of the board.

Minutes: The minutes from May 30, 2022 were presented. Tim Womac moved to approve, Everett Gillespie seconded, all approved.

Treasurer's Report: There was no report at this time.

Library Reports:

Calhoun : Tim Womac reported that the library had a great summer reading program. The library also participated in the Hiwasee River Festival which was a huge success.

EG Fisher Library:(See attached) Peyton Eastman reported that 20% of the staff had received Core Competencies Training. New computers are now set up for specific children and teen areas usage. EGFL will provide Covid testing in partnership with the Association of Rural and Small Libraries.

EGFL will receive a \$4,600 MOE increase from the city of Athens as well as a \$3,600 yearly capital allotment.

The Summer Reading Program was a great success. The library also provided free lunches for children from USDA and YMCA.

EGFL will provide Computer Printing of tickets for Athens Centennial Celebration in August. Lynn Perkinson mentioned that the parking lot lights were originally installed more for aesthetic purposes but not for safety. It was decided that the board should look at additional lighting in the parking lot for safety.

EGFL Friends of the Library: Lynn Perkinson reported that the annual Book Sale which was held at McMinn County High School raised in excess of \$6,200. The friends gave \$200 to MCHS. They also gave \$100 to Tim Womac to purchase books for McMinn Central High School. Mickey Blevins praised the book sale and how well it was run.

Englewood: Jan Dinguss reported that they have had 268 patrons. The Summer Reading Program will be a one day program that will be held on July 27, 2022.

Etowah: Robin Arms reported that the library is finally fully staffed. They had a successful Summer Reading Program with 315 attending. They are now filling empty seats on their Library Board.

Regional Library: (see attached) Peyton Eastman reported for Liz Schreck. The board was reminded about the Trustee Certification Program.

Old Business:

Tyler Forrest reported that the board is still pushing for a response from the city of Athens to accept EGFL as a city department.

The board read over and discussed the EGFL Feedback for the Director's Evaluation.

Mickey Blevins made a motion that Peyton Eastman's salary will be increased by 3% effective July 1, 2022. Robin Arms seconded. The motion passed unanimously.

Discussion was held with Peyton Eastman on the results of her evaluation. The board asked her to address some weak spots and provide a list of goals for improvement.

Tyler Forrest and Peyton Eastman presented the final Budget and Compensation Plan FY 22-23. Discussion was held on the proposals. Lynn Perkinson moved and Tim Womac seconded a proposal that the board adopt the budget that would include 5% increase for the hourly staff and a 3 % increase for the director. The motion passed unanimously.

Capital Improvement Bids: EGFL has received matching improvement funding from Athens City and McMinn County for bathroom and HVAC improvements.

Mickey Blevins moved and Tim Womac seconded that the board accept the bid of \$92,250 to Webb plumbing for HVAC repair. The motion passed unanimously.

New Business:

Tyler Forrest encouraged the board members to attend governing/funding body meetings.

Peyton Eastman provided a brief overview of EGFL hiring practices. She will provide a report at the September meeting.

A report on the condition of EGFL's roof was provided by Rackley Roofing Company, Inc.

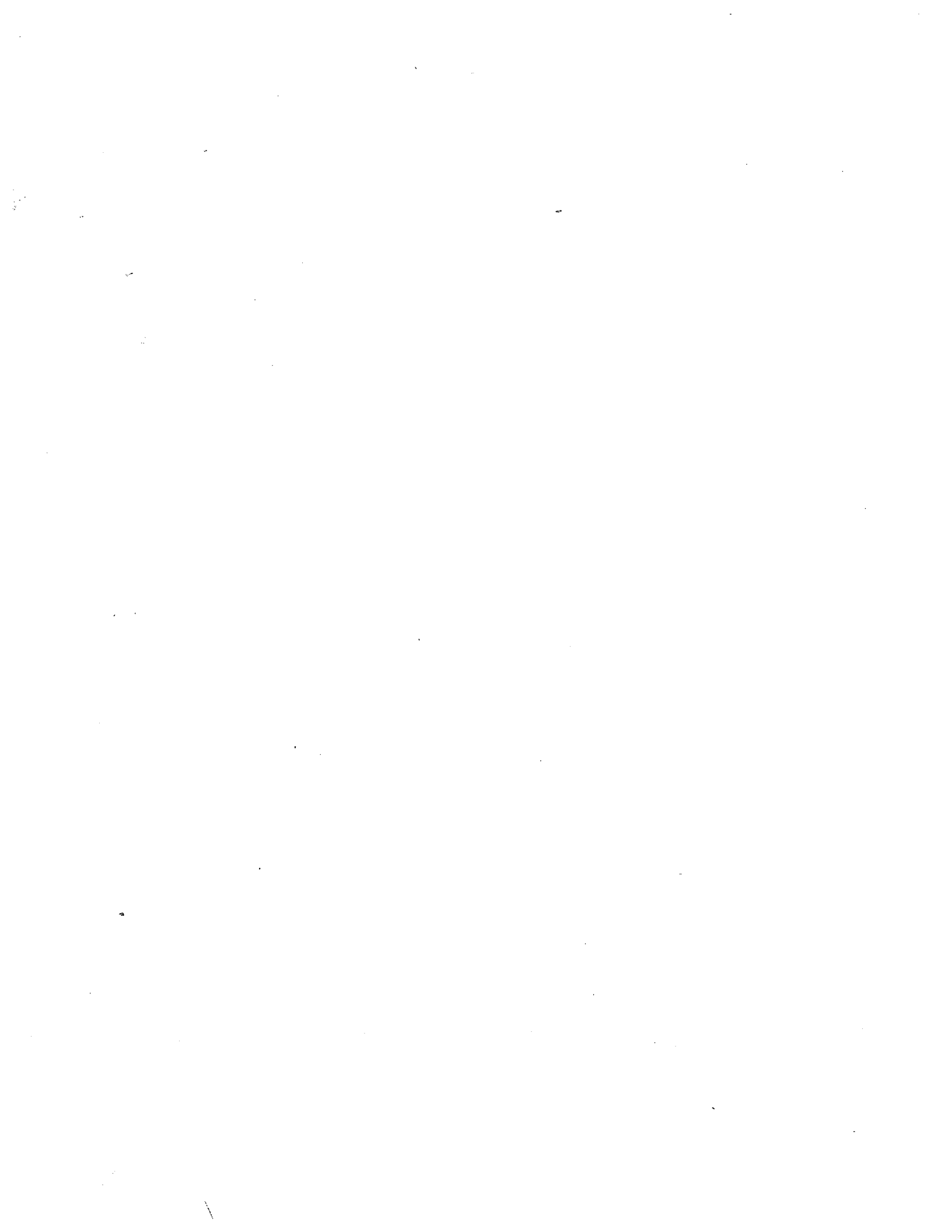
Peyton requested approval for clarifications to the User-related Policy. Tim Womac moved to approve with Everett Gillespie seconding. The motion passed unanimously.

Public Comment:

None

The board was reminded of Trusteeship Training. The next meeting will be September 26, 2022.

Tyler Forrest adjourned the meeting.



McMinn County Library Board

1289 Ingleside Avenue

Athens, Tennessee 37303

BOARD MEETING Minutes

Monday, SEPTEMBER 26, 2022 at 6:00 PM

Community Meeting Room

I. Call to Order, Establish Quorum, and Acknowledgements - Tyler Forrest

Chair Tyler Forrest called the meeting to order.

Present: Chair Tyler Forrest, Treasurer Timothy Womac, Library Board, Board Members Tyler Boyd, Tara Carter, Jan Dingess, Everett Gillespie, and Lynn Perkinson with Director Liz Schreck of the Ocoee River Regional and Director Peyton Eastman of E.G. Fisher.

II. New Board Member Introductions - Tyler Forrest

Chair Tyler Forrest had all the members introduce themselves.

III. Minutes from July 25, 2022 Meeting - Robin Arms

Secretary Robin Arms was unable to attend due to a family emergency. She made arrangements for Treasurer Tim Womac to take the minutes of the September 26 meeting. The minutes of the July 25, 2022 meeting were read. Tyler Boyd motioned, and Jan Dingess seconded the minutes be approved. The motion passed.

IV. Treasurer's Report - Tim Womac

Treasurer Tim Womac gave the financial reports for the months of May 2022 to August 2022. He noted that May saw new categories for the Amazon Smile program and the TWRA fees. He also noted several grants that the library had earned. He also reported that he had delivered the 1st Quarter County Checks to the libraries and city halls, personally visiting each library. The 2nd Quarter County Checks will be available soon in October. Also, he noted that the Maintenance of Effort (MOE) was making its annual rounds to the four city halls and county courthouse. He thanked Director Liz Schreck for her help and advice.

V. Library Reports Various

i. Calhoun – Tim Womac

Tim Womac reported the Calhoun Public Library sponsored the water slide and bounce house at the RiverTown Festival and had a booth set up for a book sale. Calhoun hosted a reading in the park event where the librarians read to the kids and afterward provided them with snacks

and Bambini Bubbles. Future plans include participating in the trunk or treat at Calhoun Elementary School in October and participating in the Santa in the Park in December.

ii. E.G. Fisher – Director Peyton Eastman

Director Peyton Eastman provided a PowerPoint

General operations: vacuum schedule, homework station, and teen space homework size, lawn care being organized, lawn service bid out October, Digital Navigator beginning October 3rd, COVID Testing ready for community wide promotion.

Staffing: 80% Staff are TSLA Certified Public library Workers, 90% CPR/AED and First Aid Certified, Jerri Hill completing National Genealogy Society's Foundations in Family History training, Richelle Brankley completing Cataloguing Training, Meleena Livesay, Nic Gabel, and Jordan Ketron completing Supercharged Storytimes Training, Peyton Eastman and Jerri Hill completing Connect with Your Community Training with the Ocoee River Regional Library

Financials:

TOP Grant 2023 - purchased three UPS back-ups, applied for first round of reimbursement +/- \$7,000, first two training classes well received, received \$500 VEC Sharegrant; \$1,800 local match remaining

Pending Grant Applications - LSTA \$2,790 for staff computer upgrades, Athens Federal Foundation \$4,000 for Teen Space improvements, VEC Sharegrant \$1,000 for UPS backups and solar charging stations, State Programming Grant \$5,000 for digitizing archival materials, TVA Grant match to VEC Sharegrant \$1,200

\$3,600 Capital Funds received from City of Athens.

Circulation: 8 Playaways added to technology collection, New Playaway books purchased for Children's Area, 4 audio-players added to Juvenile Audiobooks, Round 1 state purchasing will be completed this week.

Programming – 1,000 Books Before Kindergarten Program with 24 participants in the first 2 weeks, Teen Advisory Board with 8 members, Technology Classes on Wednesdays mornings at 11:30 A.M., *Torn Apart* Reading celebrating Athens Bicentennial on August 22nd, as well as Weekly Storytimes; Dungeons and Dragons, Adult Game Night, and Yarnaholics.

Community Outreach – McMinn Living Heritage Museum Trade Fair, Business Before Hours at TWU, Celebration of the Nations with 249 participants, August City Council Meeting, and Athens City Schools In-Service with 106 participants. Upcoming events include Pumpkintown on October 8th, *Lyle Lyle Crocodile* at the Athens Movie Palace on October 9th, Downtown Halloween on October 31st, and Downtown Christmas on November 18th.

Library Director Review Follow-up

Areas for growth: Management, Planning, Communication

Identified Trainings: Edx-Exercising Leadership: Foundational Principals (4 Hour), WebJunction – Skills for the Everyday Leader (training for all library managers), and PMI – Project Management for Beginners.

iii. E.G. Fisher Friends of the Library – Lynn Perkinson

Lynn Perkinson reported on the overwhelming success of the first book sale since 2019 following the COVID-19 Pandemic in 2020. Specifically, she thanked current board member Everett Gillespie and former board member from Niota Patricia Ekiss for helping with the sale. She also thanked an E.G. Fisher Library employee who helped in the evening. She hopes that at the next board meeting she will be able to present a video to show the many hands and many hours that went in behind the scenes. Also, the Friends of the Library are working on a way to donate new books to both McMinn County and Central High School libraries as a thank you.

iv. Englewood – Jan Dingess

Jan Dingess reported that Englewood had a successful summer reading program, 185 patrons to visit library in August, with 103 computer uses. The Englewood Library is looking forward to helping host a block party and is making plans for Christmas. Tim Womac added that the library had very recently suffered a leaky roof that damaged books in the 900's section. He advised the librarian to be cautious about reshelving any damaged books.

v. Etowah – Tim Womac

Tim Womac reported that the Etowah Carnegie Public Library's Board had gone through updated their Board By-laws. He thanked Director Liz Schreck for her timely advice during the updating process. The Board also reviewed the Collection Development Policy and the Challenged Materials Policy. He also reported that the Friends of the Library had been very busy with a 500 book drive and planning for Christmas. The Library has also received the 2003 LSTA Tech Grant

vi. Ocoee River Regional Library – Director Liz Schreck

As always, Director Liz Schreck provided a list of the many training opportunities available to our libraries. She reminded the board that the Tennessee Library Trustee Workshop at the Arts Circle Library in Crossville, TN is coming up on Tuesday October 18th. Attendance by library board members does help the library with applying for state grants. She also noted that September is Data Collection month for the Annual Public Library Survey. She then passed out the Tennessee Standards paperwork for all the various libraries and encouraged board members to work with their respective to library to find a standard or two to improve for next year. Director Liz Schreck has already gone ahead and registered our newest board members for the online Trustee Training that is always available online.

VI. Old Business

i. EGFPL Transition to City Department Update - Tyler Forrest

Chair Tyler Forrest stated that we would pursue this after the upcoming Athens City Elections to be held on Tuesday, November 8, 2022.

ii. EGFPL Capital Improvement Projects Update – Director Peyton Eastman

Director Peyton Eastman referred to a September 1, 2022 letter from the East Tennessee Construction Services that the restrooms bid has increased to \$84,150.00 due to a nearly 50% increase in prices since January 2022. Concerning the HVAC system, Director Eastman noted that Webb's Plumbing is on the books. It is possible that the HVAC system might go down. The library did learn that we needed a smaller HVAC system in one area of the building

Tyler Forrest explained that that we accepted the HVAC repairs even though it was \$10,00 over budget. Concerning the renovations for the restrooms bid, he noted that the City of Athens Commissioners have provided \$25,000, and he is optimistic that the McMinn County Commissioners would approve a matching \$25,000 for this capital expense. If the McMinn County Commission should approve such generous funding, the E.G. Fisher Public Library would still need to provide \$34,150 in funding.

During discussion, Jan Dingess stated the price will only go up. It was also mentioned that the cost estimate was similar to other local renovations. Tim Womac expressed support, because that the restrooms are the one place in the library that all patrons and guests see. Tyler Forrest asked for a motion that the E.G. Fisher Public Library proceed with the bid. Tim Womac made the motion; Everett Gillespie seconded; and the motion passed.

VII. New Business

i. EGFPL Estate Donation Update - Tyler Forrest

Tyler Forrest explained that a McMinn County resident had listed both the E.G. Fisher Public Library and the McMinn County Living Heritage Museum in her residuary clause. Attorney Chris Trew suggests that both the Library and Museum will receive a portion of her estate, but there is the possibility that it could go into probate court. If the library does receive a large gift, Tyler stated that the board needs to find a way to posthumously recognize the resident for her generosity.

ii. EGFPL Employee Hiring Policy – Director Peyton Eastman

Director Peyton Eastman introduced several additions for the E.G. Fisher Public Library's Hiring Policy.

Hiring: Candidates not hired due to background information will be notified and given the opportunity to explain any negative information following FTC and FCRA requirements.

Training: Employees are expected to meet the Tennessee State Standards for continuing education each year.

Transfers: Only years of service in full-time positions are applied when calculating paid leave accrual and other benefits limited to full-time employees.

The Board also discussed about hiring services, updating the job application to make sure that the job history is complete, the importance of advertising jobs such as Indeed, and conducting background checks, just like the YMCA does.

Tim Womac motioned that the Board accept the additions to the Hiring Policy; Tyler Boyd seconded; and the motion passed unanimously.

iii. EGFPL Circulation Policy Update – Director Peyton Eastman

Director Peyton Eastman introduced updates to the Circulation Policy.

“Mobile Hotspots” and “Chromebooks” are to be classified as separate materials with “Out-of-House Technology” with 1 item per household, for a loan period of 1 week, with an overdue fine of \$1.00 per item per day with a maximum overdue charge of \$5.00 per item.

Playaway Tablets are to be reclassified from In-House Technology Circulations to Out-of-House Technology. The replacement costs will be \$200 for a Playaway Tablet, \$20 for a Playaway Charger, \$15 for a Playaway Case, and \$10 for a Playaway Bumper.

Jan Dingess made the motion to accept the updates; Everett seconded the motion; and the motion passed unanimously.

VIII. Public Comments

Tyler Forrest reminded the Board that it will soon be time for the Year End Appeal Campaign.

Reminders

- **Trusteeship Training** – Available online at any time.
- **Next Regular Meeting** – The Board agreed to meet again on Monday, November 21, 2022.
- **Investment Update** – Jordan Curtis will come and give an Investment Account update.

The meeting was adjourned.

Respectfully submitted,

Timothy A. Womac

Sunday, November 20, 2022



McMinn County Library Board
March 27, 2023

The McMinn County Library Board met on March 27, 2023 at the EG Fisher Library. Members present were: Jan Dingess, Lynn Perkinson, Tim Womac, Mickey Blevins, Tyler Boyd, Robin Arms, Tara Carter, Tyler Forrest, Peyton Eastman, and Liz Shreck.

Mickey Blevins called the meeting to order.

Robin Arms presented the minutes from the January 23, 2023 meeting. Tim Womac made a motion to approve and Jan Dingess seconded - the motion passed unanimously.

Nikita Gabel from the EG Fisher Teen Advisory Board presented a report to the board. The Teen Board has been active in fundraising to help support their functions. They have also begun a website that is found on the EG Fisher website. The Board praised the Teen Board on all of their accomplishments.

Tim Womac presented the Treasurer's Report. (see attached) Robin Arms made a motion to approve as read, Tyler Boyd seconded - the motion passed unanimously.

Library Reports:

Calhoun- Tim Womac reported that the library has been busy weeding books as well as preparing for the community's Rivertown Festival.

EG Fisher - Peyton Eastman reported that the bathroom renovations are complete. This gave the facility a much needed upgrade. The "Silo" in the children's section has been repaired and is open for use. Peyton also reported that the library has obtained three bookcases from City Park Elementary School that is closing. There were End of Year Donations that arrived after the last board meeting. The new donation amount is now \$15,746. The staff are now using individual logins for improved accountability. AARP has held their Tax Filing Program in the library due to the Senior Center being closed for repairs. This community outreach helped bring more traffic into the library. (see attached report)

Friends of the Library- Lynn Perkinson reported that Everett Gillespie is the new president. She invited the McMinn County board members to become members of the Friends and also to help with the annual book sale.

Englewood- Jan Dingess reported that tutoring groups are using the library. College age students are also utilizing the facility to study and Senior Citizens are using the computers. Jan is trying to come up with ideas to promote the library and to continue this growth in usage.

Etowah- Tim Womac reported that Etowah's Friends of the Library have installed new bookcases in the library. He reported that Etowah City Manager, Russ Blair, is supportive of cleaning out the basement of the library to improve its use. The library is in the process of conducting a community survey to help them meet the needs of the community.

Regional Library - Liz Shreck presented the regional report. (See attached) She also reported that she had been helping the City of Englewood understand and complete their MOE. There is some talk of a possibility of the city removing the library from the library system. Liz reported what benefits they would lose if this should happen.

Old Business:

Mickey Blevins reported that there will be two vacancies on the board- 1 from Athens, 1 from Etowah. He is in the process of finding replacements and asked for input if anyone knew of someone who would wish to serve.

New Business:

Peyton Eastman presented a policy to allow patrons to check out a family pass (up to 4 admissions) to the McMinn Living Heritage Museum. (See attached) Tyler Boyd made a move to accept the proposition as written, Mickey Blevins seconded - motion passed unanimously.

A proposition to increase the Credit Card Processing Fee from .10 a swipe to .50 a swipe was presented. This will help offset the cost increase from the credit card companies. Robin Arms made a motion to approve the increase, Tim Womac seconded - the motion passed unanimously.

A proposition was made to offer the services of Aflac to library employees. This will not be at a cost to the library. Tim Womac made a motion to approve, Tara Carter seconded - the motion passed unanimously. (see attached)

A Parental Leave Policy was proposed by Peyton Eastman. After some discussion Tim Womac made a motion to approve a Parental Leave Policy for the maximum of 20 days, Jan Dingess seconded - the motion passed unanimously. (see attached)

Tyler Boyd made a motion to adjourn, Jan Dingess seconded - motion passed unanimously.

The next meeting will be May 22,2023.

McMinn County Library Board January 23, 2023

The McMinn County Library board met on January 23, 2023, at 6 pm at the E.G. Fisher Public Library. The following members were in attendance: Tim Womac, Robin Arms, Lynn Perkinson, Tyler Boyd, Everett Gillespie, Tara Carter, Peyton Eastman, and Liz Shreck.

Tim Womac called the meeting to order.

The minutes from the Nov 21, 2022 meeting were presented. Tyler Boyd made a motion to approve, and Everett Gillespie seconded - the motion passed unanimously.

Tim Womac presented the Treasurer's Report. He reported that after the results of the 2020 Census, there are some changes in how the monies will be distributed to the various libraries. Englewood's population went down resulting in a funding cut. Etowah took a slight decrease in funding as well. Calhoun will receive an increase of \$100. Athens showed the biggest increase in population growth and will receive \$782 more. There was some discussion as to how accurate the census was since it occurred during the pandemic and the entire area has seen population growth since then. Tim reminded the board that this would be a good time to email our commissioners and ask for an increase in county funding. Robin Arms made a motion to accept the Treasurer's Report, and Everett Gillespie seconded - the motion passed unanimously.

Library Reports:

Calhoun- Tim Womac reported that Christmas in the Park was a huge success where the library handed out treat bags that had library pencils and bookmarks in them. The staff attended the Summer Reading Program Training in Cookeville, Tn.

E.G.Fisher Library - Director Peyton Eastman presented the report to the board. (see attached) The staff visited Etowah Carnegie Library and they are currently working together on ideas to create joint training and programs between the two libraries. She reported that the End of Year Donation campaign garnered \$9,086.65. The library is creating a Parent Resource Area. Books that will be included in this area will include parenting guides as well as books written for children about big topics.

Friends of the Library: The board once again thanked Friends of the Library and their board representative Lynn Perkinson for the large donation to the EG Fisher Library Capital Projects last meeting.

Englewood : Liz Shreck is working with Englewood City in preparing their MOE.

Etowah- Tim Womac reported that much-needed capital improvements are still being considered.

Regional Library - Liz Shreck presented the report. (See attached) She reminded the board about the Trustee Certification Challenge 2023 and encouraged all trustees to become certified. February 4, 2023, is Take Your Child to the Library Day. She also gave a shout-out to the Bradley County/ Cleveland Library which is celebrating 100 years this year.

Old Business:

Lynn Perkinson moved to use the funding from the Friends of the Library that was given for parking lot lights to be used to install pillar lights along the sidewalk by the parking lot. Robin Arms seconded. The motion passed unanimously.

After reviewing the list of upcoming capital improvements the board decided that fire system improvement still needed to be the top priority.

Capital Improvement Plan: Peyton Eastman presented the EG Fisher Capitol Improvement Plan. (see attached) Tyler Boyd made a motion to accept, and Everett Gillespie seconded - the motion passed unanimously.

EG Fisher FY 24 Funding Body Request: Peyton Eastman brought the request before the board. (See attached) Tyler Boyd moved to accept the Funding Body Capitol funding and MOE request, and Everett Gillespie seconded. The motion passed unanimously.

New Business:

Tyler Forrest is currently working on creating a nominating committee.

Peyton Eastman presented a request to hire SESCO Management Consultants to assist EG Fisher Library. (See attached) They will provide HR support and training that the library staff needs. Everett Gillespie made a motion to accept a 12-month contract with SESCO Management Consultants at \$50 per month for management services. Tara Carter seconded. The motion passed unanimously.

EGFL User-Related Policy - (see attached) Peyton Eastman presented an addition to the facility use policy that would allow EGFL to cancel a reservation for a meeting room if a representative or participant has not shown up within 30 minutes of the scheduled time. Robin Arms moved to accept the policy, and Everett Gillespie seconded - the motion passed unanimously.

A discussion was held on an addition to the volunteer policy which would allow the library to be used for Court Appointed Community Service. (see attached) Lynn Perkinson made a motion to accept the addition and Tara Carter seconded - the motion passed unanimously.

The meeting was adjourned.

The next meeting will be held on March 27, 2023.

McMinn County Library Board
November 21,2022

The McMinn County Library board met on November 21, 2022 at 6pm at the E.G. Fisher Public Library. The following members were in attendance: Tyler Forrest, Mickey Blevins, Tim Womac, Robin Arms, Lynn Perkinson, Jan Dingess, Tyler Boyd, and Peyton Eastman

Tyler Forrest called the meeting to order at 6pm.

The minutes from the September 26,2022 were presented for approval. Jan Dingess made a motion to approve and Mickey Blevins seconded. The Motion Passed.

Jordan Curtis gave a report on the board's investments. He reported that the we are in compliance with the investment policy statement. The portfolio is positioned well for the long term.

Tim Womac presented the treasurer's report. (See attached)

Library Reports:

Calhoun- The library has been active in the community including handing out 300 bags for the trunk-or-treat. Their director attended the summer reading trading and the library will be participating in the Calhoun Christmas in the Park on November 25.

E.G.Fisher- Peyton Eastman reported that Secretary of State Tre Hargett visited the library in October. TWU students and Tennessee Promise students helped give the building a deep clean. The End Of the Year Donation Campaign letters are in the mail. The library has received a \$1,500 donation from Athens Federal Foundation for the teen area, There were 300+ attendees for the programs that were offered during the schools' fall break. There were also 350+ attendees for the trick or treat. (See attached)

EG Fisher Friends of the Library- Lynn Perkinson reported that the Friends were able to contribute the differences to the capital improvements that are needed at the EG Fisher Library.

Restroom - \$9,150

Parking Lot Lights - \$5,000

HVAC Repairs - \$17,250

The Board is very appreciative of these contributions.

Englewood - Jan Dingess reported that she is trying to get Englewood more involved in the community.

Etowah - Tim Womac reported that the library director is in discussions with the city of Etowah over needed repairs on the library building. The main issue is repairing the front steps which are moving away from the building and causing the interior basement to mold.

Ocoee Regional Library - Liz Shreck was absent. Reports were sent. (See attached)

Old Business:

Tyler Forrest reported that the talks of transitioning the library to an Athens City department is on hold with the election of the new city council. He will continue to pursue the matter.

The Capital Improvement Plan was reviewed and will be looked at again at the January board meeting.

New Business:

Discussion was held concerning FY 23/24 funding request priorities. It was determined that Fire Safety needed to be a top priority.

Peyton reported on the grant updates (see attached)

Training will be given to trustees who are new to the board.

Public Comments :

There were no public comments.

The next meeting will be January 23, 2023.

The meeting was adjourned.