McMinn County Library Board

1289 Ingleside Avenue

Athens, Tennessee 37303

Board Meeting Minutes

JANUARY 27, 2025 at 6:00 PM

Present - Chairman Tyler Forrest, Treasurer Tim Womac, Secretary Tyler Boyd, EGFPL Director Rebeckah (Becky) Coleman, Regional Library Director Liz Schreck, and MCLB members Tara Carter, Jan Dingess, and Ashley Smith. MCLB board member Kay Harper and Vice Chairman Mickey Blevins were absent.

1. Call to Order, Establish Quorum, and Acknowledgments

Chairman Forrest welcomed everyone and established a quorum.

1. Public Comments

There were no comments from the public.

1. Approval of Minutes

Secretary Tyler Boyd presented the Minutes from the November 25, 2024 meeting.

Board member Ashley Smith made a motion to approve the Minutes. Board member Jan Dingess seconded. The motion passed unanimously.

1. Treasurer’s Report

Treasurer Tim Womac compared December 2023 to December 2024, noting that the check from the City of Athens arrived in December both years. He pointed out a $900 capital campaign in 2024, the final payment to Hacker Sign Company of $1,250 for the new yard sign (Capital Improvement), and a $7,466 expense for Atrium (the system to which the library recently switched). He reported that TWRA fees saw an increase from 2023, and that periodicals were 10% of what they were in 2023, likely due to a change in payment dates. He also noted that payroll increased by about $2,000 in 2024 due to staff turnover. He reported that the checks from the county were printed early this year (2025) but delivered a little late to their respective city halls, and urged the city libraries in Calhoun, Etowah, and Englewood to spend all of the money from the city and county by the end of June. He emphasized that spending at the EGFPL has to be paced due to wait times for the city and county budget approvals.

1. Library Reports
2. Calhoun – Treasurer Tim Womac reported that the “Christmas in the Park” program was a huge success and included several book giveaways. He also discussed the ongoing “Wise Owl Reading Hour” on the 2nd Thursday of each month.
3. E.G. Fisher – EGFPL Director Becky Coleman reported on staff changes, noting that Cyndi Scott is now a full-time staff member. She discussed the revival of the newsletter, Browning Circle history interviews conducted by Jerri Hill, new flooring in the Community Room, and the coming installation of a new book drop outside the library closer to the parking lot. She and board member Ashley Smith discussed the various passes available at the library.
4. E.G. Fisher Friends of the Library – EGFPL Director Becky Coleman reported on the recent Friends Board meeting that resulted in the election of a new board.
5. Englewood – Board member Jan Dingess reported that 15 kids, 10 adults, and one elf attended the December “Fun Day” at the library. She reported that the library had 93 patrons in December, including 69 computer users.
6. Etowah – In the absence of board member Kay Harper, Chairman Forrest noted that Harper had emailed her report to the board. The reported discussed staff training for Atrium, positive feedback on the new card catalog, new Saturday hours, and the instillation of Local History stacks. The report gave updates on grant spending and upcoming grant applications, noting that the library received $4,272 in grant awards for FY 24-25 (not including the Connected Community Facilities Grant). The report also discussed the plans for the Summer Reading Program, featuring the theme “Color Your World,” and plans for programs at the Etowah Senior Center and a poetry program to be hosted with the Etowah Arts Commission.
7. Regional Library – Regional Director Liz Schreck discussed upcoming trainings and workshops, including a E-Rate Program she is hosting and a Disaster Prep workshop. She reported on updates to the library board appointment forms, ongoing tech grant spending, and library surveys seeking ideas and needs for training. She also discussed the state standards and the several handouts she distributed and encouraged the libraries to “be mindful of spending.”

VII. Old Business

1. MCLB Book Order/Disposition Reports – Chairman Forrest reported that these reports are “widely available.”
2. MCLB By-Laws Review Committee - March – Treasurer Tim Womac reported on recent discussions with Secretary Tyler Boyd about the most recent By-Laws revision in 2022 and noted that the 2020 By-Laws revision were still posted online. Womac discussed a few needed revisions that he and Secretary Boyd plan to make to “freshen up” the By-Laws to reflect recent changes, including the abolishment of the Regional Library Boards. Chairman Forrest recommended waiting until the March meeting to approve By-Law revisions to be signed by Secretary Boyd.

VIII. New Business

1. EGFPL Director Sick Leave – Chairman Forrest discussed EGFPL Director Becky Coleman’s request to carry over her sick leave from her time of employment at the Cleveland-Bradley County Library totaling 382.11 hours. Chairman Forrest recommended a motion to carry over the number of hours she requested and that the total not exceed the 444 hours as limited by the library policy.

Board member Ashley Smith made the motion and board member Tara Carter seconded. The motion passed unanimously.

1. EGFPL FY22 Audit Approval – Chairman Forrest remarked that he was “extremely impressed” with the work performed by Johnson, Murphey and Wright. Treasurer Womac agreed, and thanked EGFPL Director Becky Coleman for her work in gathering information for the audit and traveling to pick it up.

Treasurer Tim Womac made a motion to approve the audit and board member Ashley Smith seconded. The motion passed unanimously.

1. EGFPL FY25 Audit Selection and Funding – Chairman Forrest reported that Johnson, Murphey and Wright had made another bid to perform the audit, with an increase of $1,250.

Board member Jan Dingess made a motion to retain Johnson, Murphey and Wright as the auditor for FY25 and Secretary Tyler Boyd seconded. The motion passed unanimously.

1. EGFPL FY26 Operating and Capital Budget – EGFPL Director Becky Coleman
2. EGFPL Part-time Staff Benefits – EGFPL Director Becky Coleman requested 20 hours of vacation for all staff members who work over 20 hours per week and have been employed by the library for at least one year. She also requested that groups be permitted to rent the Community Room for free one time per year.

Treasurer Tim Womac made the motion to approve Director Coleman’s requests and board member Ashley Smith seconded. The motion passed unanimously.

Director Coleman also discussed updates to the employee handbook after a question from Chairman Forrest.

Chairman Forrest noted that two agenda items, Collection Development Policy and Internet Safety Policy, will be occurring at the March meeting.

Chairman Forrest reminded the board members to complete their Trusteeship Training, and that the next board meeting will be on Monday March 24, 2025 at 6:00 PM.

Regional Director Liz Schreck discussed upcoming changes to the Trusteeship Certification Modules beginning in February.

Chairman Forrest adjourned the meeting at 7:02 PM.