



## Board of Trustees Meeting 20 November 2018 Minutes

**Trustees Attending:** Chair Susan Schneibel, Susan Williams, Cathy Hammon, Bryan Steverson, Logan Hill, Andy Sneed

**Staff Attending:** K.C. Williams-BCPL Director, Kathleen Christy, Kathy Harmon

**Visitors:** Angela Quick - Foundation for the Blount County Public Library; Dick Burgess - Friends of the Blount County Public Library; Nikki Branam-Snyder - Ocoee River Regional Library

**Call to Order:** Chair Susan Schneibel called the Blount County Public Library Board to order on 20 November 2018 at 5:31 pm.

**Approval of Minutes:** Cathy Hammon made a motion to approve the 16 October 2018 BOT meeting minutes. Logan Hill seconded the motion. The motion carried.

### **Report of Blount County Public Library Director by K.C. Williams:**

- The November 2018 Board Meeting Packet, which includes the 2018-19 Library Use Statistics and the Financial Report, was distributed by email prior to the board meeting.
- K.C. mentioned the Centennial Logo Contest voting ends November 21, 2018.
- K.C. discussed the Financial Report and answered questions from the board.

### **Report of Foundation Board, Angela Quick**

- Angela Quick reported on the called 5 September board meeting, the 18 September Special Called meeting, and the 7 November board meeting.
- Angela, Jon Dockery, and Daniel Ramsey will continue to serve as board members for 2019. Angela will serve as President and Jon as Treasurer.
- The Foundation Board of Directors will move forward with the next phase of Capital Project planning. Funding for the next phase was approved at the November meeting. The Foundation plans to hire a professional fundraising firm to conduct a capital campaign feasibility study.
- The board is actively working to recruit new board members for 2019 and potential members for 2020.
- The board set priorities for its work in 2019.

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### **Report of Friends of the Library, Dick Burgess**

- Dick Burgess expressed gratitude for the Friends Appreciation Tea that was hosted by the library staff for Friends Volunteers on Monday, 5 November.
- The Friends held a special sale/outreach for Blount County teachers on Saturday, 3 November. The invitation-only sale raised more than \$1,000.
- The Friends are researching the sale of online gift certificates.
- There will be no board meeting in December.
- The next regular book sale will be 6-8 December 2018.

### **Report of Ocoee River Regional Library, Liz Schreck or representative**

- Liz Schreck was unable to attend.
- The READS FY 2018-19 Data Statistics were distributed by email prior to the meeting.
- Nikki Branam-Snyder distributed the Ocoee River Regional Library report and discussed the upcoming training opportunities, including the Teen Librarian Summit.
- Nikki presented Bryan Steverson with his Trustee Certificate and mentioned the TN Trustee Certification Program Challenge.
- The Level V Directors Summit was held on 14-15 November in Knoxville.

### **Old Business**

- Cathy Hammon reported on the meetings with the Blount County Mayor and the Alcoa and Maryville Mayors she and K.C. attended to discuss the project next steps. K.C. thanked Cathy H. for her hard work spearheading the project.
- K.C. mentioned the HVAC repair project does not need to be sent out for bid. The request for use of library fund balance will go to the County Commission in December.
- K.C. asked for acceptance of the RFP recommendation from Chris Soro for the HVAC project.

Cathy Hammon made a motion to accept the RFP recommendation from Chris Soro. Susan Williams seconded the motion. The motion carried.

- K.C. asked the board to approve the request for fund balance to repair the HVAC system.

Andy Sneed made a motion to approve the request for fund balance to repair the library HVAC system. Susan Williams seconded the motion. The motion carried.

- K.C. and the board discussed plans for the 7 December luncheon being held at the library for county commissioners and city council members.

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- There were no updates from local governments.

### New Business

- K.C. reported there will be no New Business in December 2018.

Susan Williams made a motion to cancel the December 2018 Board of Trustees meeting. Andy Sneed seconded the motion. The motion carried.

- The 2019 Library Holiday Calendar was distributed to the board.

Logan Hill made a motion to approve the 2019 Holiday Calendar. Cathy Hammon seconded the motion. The motion carried.

- K.C. discussed the need to edit the library's Overtime Policy. K.C., Susan S., and Anjanae will work together to edit the policy and present the revised policy to the board at a later date.
- The HVAC Funding Request was pulled.

### Funding Requests:

- K.C. presented the following Friends funding requests:
  - There were no Friends funding requests for November 2018.
- K.C. presented the following Foundation funding requests:
  - There were no Foundation funding requests for November 2018.

### Important Dates

County Commission and City Council Luncheon - 7 December 2018, 11 am - 1 pm, Sharon Lawson Rm  
Library Christmas Party - 8 December 2018, 6:30 pm - Southland Books and Cafe

### Other Library Meetings

Blount County Commission Meeting - 20 December 2018, 7:00 pm – BC Courthouse  
Blount County Friends of the Library – 22 January 2019, 4:00 pm – KP Boardroom  
Maryville City Council - 4 December 2018, 7:00 pm - Maryville Municipal Building  
Alcoa Board of Commissioners - 11 December 2018, 7:00 pm - Alcoa Municipal Building

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**Motion to Adjourn:**

Cathy Hammon made a motion to adjourn the meeting. Susan Williams seconded the motion. The motion carried.

Next Library Board Meeting – 15 January 2019, 5:30 pm - Kathy Pagles Boardroom

Respectfully submitted,  
Kathy Harmon