



Board of Trustees Meeting 29 August 2018 Minutes

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

Staff Attending: K.C. Williams-BCPL Director, Anjanae Brueland, Kathy Thompson, Ari Baker, Cynthia Spitler, Kathy Harmon

Visitors: Angela Quick – Foundation for the Blount County Public Library; Dick Burgess, Robert McClelland - Friends of the Blount County Public Library; Chris Soro - C2RL, Inc; Katie Kerr, Jackie Cooper - Blount County Purchasing Department

Call to Order: Chair Susan Schneibel called the Blount County Public Library Board to order on 29 August 2018 at 5:30 pm.

Approval of Minutes: Logan Hill made a motion to approve the 17 July 2018 BOT meeting minutes and the 11 August Board Retreat minutes. Bryan Steverson seconded the motion. The motion carried.

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

- The August 2018 Board Meeting Packet, which includes the Financial Report and 2017-18 Library Use Statistics, was distributed by email prior to the board meeting.
- K.C. informed the board that the Strategic Directions report will now be distributed every three (3) months.
- Kudos to Angela Quick for her involvement in the library Staff Development Day. K.C. will generate a report and present it to the board in a future report.
- Anjanae distributed the bi-monthly calendar insert that was distributed with the August 28, 2018 issue of The Daily Times newspaper. The calendar insert will go out with the paper every other month on the last Tuesday of the month.
- Anjanae discussed the 1READ Cultural Fair scheduled for Saturday, 8 September and activities planned for the day, and the *Refugee* book signing event with author Alan Gratz on Tuesday, 11 September.
- Anjanae summarized the Financial Report and answered questions from the board.
- K.C. discussed the Statistics Report and answered questions from the board.
- Robert McClelland presented the results from the Patron Survey Report. K.C. and the board discussed the results and the library's plans for responding to the findings.
- Susan Schneibel voice her appreciation for the quality of the data that was generated.

Report of Foundation Board, Angela Quick

- Angela Quick reported the Foundation board hasn't met since the last library board of trustees meeting.

Report of Friends of the Library, Dick Burgess

- Dick Burgess mentioned cooperation between volunteers and library staff has been phenomenal.
- The eBay section continues to grow with expected revenues of \$36,000 this year.
- The Friends are coordinating with the library on author visits and book sales.
- Pop-up book sales are being scheduled at library events.
- The next Friends book sale is scheduled for 13-15 September.

Report of Ocoee River Regional Library, Liz Schreck or representative

- Liz Schreck was unable to attend. K.C. distributed the READS data report and the Ocoee River Regional Library report.

Old Business

- Cathy Hammon discussed the status of the Library Capital Project and answered questions from the board.
- Cathy distributed a written motion to approve moving forward with the library capital project. An amendment to the language was made.

Cathy made a motion to approve moving forward with a strategic project for addressing significant maintenance, renovation, and strategic needs of the library as conceptualized in drawings FP-1C and FP-2C (provided by Chris Soro). This project is estimated to cost \$16.66M (in 2021 dollars) including an estimated \$6.2M in nearer term maintenance issues. Included in this motion is the step of informing the Foundation for the Blount County Library and to request their action in raising the necessary funds to support this project. Logan Hill seconded the motion. There were eight votes in favor, one vote against. The motion carried.

- Cathy and Susan S. will attend the September Foundation board meeting and deliver a letter from the board of trustees formally requesting Foundation support for the project.
- Discussion on the event for County Commissioners and City Council members has been tabled.
- Bryan and Susan S. will work on the advocacy master plan.
- Susan S. informed the board K.C. has prepared a staff retention report in answer to the FOIA records request.

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- Susan S. brought up comments made at the board retreat regarding the Bookmark Cafe. Questions and suggestions were discussed. The topic will be revisited.

New Business

- K.C. discussed the need for immediate replacement of the HVAC chiller, controls software, and the need to ask the county for fund balance to pay for it. Questions from the board were answered by K.C., Chris Soro, and Katie Kerr.

Bryan Steverson made a motion to approve entering into a contract with C2RL, Inc. to identify a long-term solution for the ongoing HVAC system issues at the Blount County Public Library. Andy Simon seconded the motion. The motion carried.

Funding Requests:

- K.C. presented the following Friends funding requests:
 - Resubmission of Request for Outside Bench for Laura Hutchens - Request pulled by K.C.
- K.C. presented the following Foundation funding requests:
 - There were no Foundation funding requests for August 2018.

Important Dates

Other Library Meetings

Blount County Commission Meeting - 20 September 2018, 7:00 pm – BC Courthouse
Blount County Friends of the Library – 25 September 2018, 4:00 pm – KP Boardroom
Maryville City Council - 2 October 2018, 7:00 pm - Maryville Municipal Building
Alcoa Board of Commissioners - 9 October 2018, 7:00 pm - Alcoa Municipal Building

Motion to Adjourn:

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

Next Library Board Meeting – 18 September 2018, 5:30 pm, Kathy Pagles Boardroom

Respectfully submitted,
Kathy Harmon