



## Board of Trustees Meeting (Corrected) 21 September 2021 Minutes

**Trustees Attending:** Chair Andy Simon, Logan Hill, Lauren Emert, Jesus Ortega-Valenzuela, Dawn Reagan, Stephanie Thompson, Susan Williams, Suzette Donovan, Timothy Moore

**Staff Attending:** Anjanae Brueland, Anna Gombert, Cynthia Spitler, Kathy Thompson, Melinda Rust, Brennan LeQuire

**Visitors:** Angela Quick - Foundation for the Blount County Public Library; Bruce Robertson - Friends of the Blount County Public Library, Dick Burgess - Friends of the Blount County Public Library; Liz Schreck - Ocoee River Regional Library

**Guests:** Sue Wyatt - A Place to Stay, Al Skinner - FE Technologies

**Call to Order:** Chair Andy Simon called the Blount County Public Library Board to order on 21 September 2021 at 5:31 pm.

**Public Comments:** Sue Wyatt introduced herself as the President of the Board of A Place to Stay, the United Way agency that coordinates the homeless response and has staffed an office in the library since 1 January 2021.

Andy Simon further introduced two new trustees Suzette Donovan and Timothy Moore. Suzette is the assistant to the president of Maryville College, is on the Planning Commission of the City of Maryville, is on the Board of Zoning Appeals, and is on the Downtown Design Review Board. Timothy Moore works for IXSYSTEMS Incorporated, which sells mass data storage appliances and boutique server builds.

Andy Simon clarified that he would like four members on the gift committee. Logan Hill volunteered to serve as the Board of Trustees representative on the Gift Committee.

**Approval of Minutes:** Suzette Donovan made a motion to approve the 17 August 2021 Meeting minutes with corrections. Susan Williams seconded the motion. The motion carried.

### **Report of Board of Trustees Chair by Andy Simon:**

- Andy explained that the approved sex offender policy was included in the 17 August 2021 meeting minutes for reference.
- Anjanae invited board members to reach out if they want to review library policies.

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**Report of Blount County Public Library Interim Director by Anjanae Brueland:**

- The September 2021 Board Meeting Packet, which includes the Interim Library Director's Report and the Financial Report, was distributed by email prior to the board meeting.
- Anjanae shared that Kathleen Christy was successful in applying for a Tennessee Arts Commission Grant for a 2022 Mindfulness Mandala Drawing Program.
- As of the morning of 21 September 2021, the community survey had received 2,806 responses.
- Anjanae and FE Technologies representative Al Skinner gave a presentation to the board on the proposed Automated Materials Handling System Project.
- Anjanae shared that BCPL won the Back into the Fold award from Unique Management, the Library's collections agency, because of the high rate of fines paid and/or books returned.
- Anjanae and Al answered questions from the board.

Dawn Regan made a motion to accept the funding proposal of \$151,267.87 for the Automated Materials Handling System and forward it to the Foundation for funding. Logan Hill seconded the motion.

- The board asked Anjanae to collect quotes from other automation companies.

After further discussion, Dawn withdrew the motion, and the discussion was tabled.

- Anjanae shared that coffee services and meeting room bookings have gone up under the Hospitality Services Coordinator, Chelsea Mathenia, as reflected in the financial report.

**Report of Foundation Board, Angela Quick**

- The Foundation for the Blount County Public Library September 2021 Report was distributed at the meeting.
- Angela Quick reported on the September 2021 Foundation Meeting.
  - Andy and Anjanae attended the September meeting to provide priorities on proposed projects. They shared the Library's current needs but explained it might change with new leadership.
  - The proposed projects are the Automated Material Handling System, the freight elevator, the teen room, and the Children's Department donation.
  - The Foundation is working on their own gift policy.
  - The Foundation has come up with a possible theme for their 2021 annual year-end campaign.
  - Anjanae shared which projects have the highest priority and why.

**Report of Friends of the Library, Bruce Robertson**

- Bruce Robertson gave an update on the Friends.
  - Bruce reported that donations remain strong.
  - The early September sale brought in \$12,400.00. The Friends incorporated a bag sale, selling bags for \$5.00 and sold 125 bags.

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- o Electronic sales remain strong; over half of their sales are now made online.
- o The Friends need to update their computers and are getting ready for the elevator and downstairs bathroom projects.

**Report of Ocoee River Regional Library, Liz Schreck**

- The Ocoee River Regional Library September 2021 Report, and the READS FY 2020-21 Data Statistics were distributed by email prior to the meeting.
- Liz reminded everyone that the Annual Trustee Workshop will be held virtually on Tuesday, 28 September 2021. Trustees can register to receive the recording link afterwards.
- Andy shared that there would be a screening of the workshop at the library for trustees that wanted to attend with others.

**Old Business**

- Stephanie Thompson shared an update from the Library Director Search Committee.
- The committee interviewed four candidates on 20 September 2021, and will interview another three on 22 September 2021. The committee will also meet on 27 September 2021 to narrow down the applicants.
- 14 October and 15 October 2021 are the reception and interviews of the final candidates. The community reception will be the afternoon of 14 October, followed by a dinner at Amici's. Staff interviews and board interviews of each candidate will be held on 15 October. The committee hopes to have a finalized schedule by 28 October 2021.

Dawn Reagan made a motion to approve the Bookmark Cafe Employee Health Policy with the proposed revisions. Susan Williams seconded the motion. The motion carried.

Lauren Emert made a motion to approve the Display and Digital Signage Policy with the proposed revisions. Dawn Reagan seconded the motion. The motion carried.

- Anjanae answered questions about the Public Use of the Children's Area of the Blount County Public Library and the proposed revisions.

Stephanie Thompson made a motion to approve the Public Use of the Children's Area of the Blount County Public Library with the proposed revisions. Jesus Ortega-Valenzuela seconded the motion. The motion carried.

- Stephanie Thompson asked that the word distribution be changed to distributing and the word solicitation be changed to soliciting in the Rules of Conduct Governing the Use of the Blount County Public Library in order to keep consistent with the rest of the policy.

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Timothy Moore made a motion to approve the policy without the proposed revisions, except Stephanie Thompson's. Lauren Emert seconded the motion. The motion carried.

**New Business**

- Andy asked the board to consider not expanding library hours for the remainder of the year.
- Liz clarifies that reduced hours are still acceptable to the state and in compliance with the Maintenance of Effort Agreement as long as the closures are due to COVID.

Andy Simon made a motion to maintain the hours the library currently has until the end of the year due to increasing COVID numbers in Blount County or until there is different guidance from the State. Lauren Emert seconded the motion. The motion carried.

- Anjanae reminded the board of the approved COVID Response Policy and gave an update on staff precautions.
- The board directed that meeting rooms should not be available on Sundays if the library is not open for full service on Sundays.

**Funding Requests:**

- Anjanae presented the following Friends requests:
  - There were no Friends Funding Requests for September 2021.
- Anjanae presented the following Foundation funding requests:
  - The Book Drop Automation Foundation Funding Request was presented during the interim director's report.

Sue Wyatt made a public comment to thank the board for allowing A Place to Stay to use space in the library. She shared that they have averaged one walk in per week since 1 January, and have helped get 57 Blount Countians into case management and 26 housed.

**Important Dates**

**Other Library Meetings**

Blount County Commission Meeting – 21 October 2021, 7:00 pm – BC Courthouse  
Blount County Friends of the Library – 28 September, 4:00 pm – BCPL  
Foundation for the Blount County Public Library - 8 October 2021, 8:30 am - BCPL  
Maryville City Council - 5 October 2021, 7:00 pm - Maryville Municipal Bldg  
Alcoa Board of Commissioners - 12 October 2021, 7:00 pm - Alcoa Municipal Bldg

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**Motion to Adjourn:**

Dawn Reagan made a motion to adjourn the meeting. Susan Williams seconded the motion. The motion carried.

The next Library Board Meeting will be held on 19 October 2021, at 5:30 pm, in the Dorothy Herron Room.

Respectfully submitted,

Anna Gombert