

## MINUTES FROM APRIL 14, 2015 MEETING

### AUDREY PACK MEMORIAL LIBRARY BOARD

In Attendance: Charles Nelson, Vice-Chair; Priscilla Lyonais, Treasurer; Gene Van Horn; Jim Nordell; Susan Maddux; Teresa Smith; Amanda Smith, Library Director; Betty Hicks, Friends of the Library; Stephania Motes, City Manager; Beth Mercer, Ocoee River Regional Library Director; Liz Schreck, Ocoee River Regional Library Assistant Director; John Conroy, Library Foundation.

- I. Charles called the meeting to order and introduced guests: Library Foundation member John Conroy, and Liz Schreck, the new Assistant Director for the Ocoee River Regional Library.
- II. The minutes from the January 27 meeting were reviewed. Teresa made a motion to accept the minutes, seconded by Gene.
- III. John Conroy briefly explained the history and purpose of the Library Foundation of Spring City. He was also a member of the first Audrey Pack Memorial Library Board of Trustees.
- IV. Betty reported that the Friends of the Library are preparing to hold a book sale April 24-26 at City Hall. The book sale will run from 5-8pm on Friday, 2-8pm on Saturday, and 1-5pm on Sunday. They will charge \$5 for a bag of books. Betty also said that the spring yard sale will be held on Saturday, May 16.
- V. Discussion about the long-range plan was tabled because board chair Vicki Bennett was not present. Charles requested that Amanda post the long-range plan to the library's Facebook page and request community input. Stephania will put a draft copy of the plan in each city commissioner's mailbox so that they may discuss it at their next workshop, which will be April 30. Stephania requested that a board member attend the workshop to be part of the discussion. Beth suggested sharing the long-range plan with the Friends for their input, and Stephania suggested a press release to the local newspapers and/or a public hearing to share the long-range plan. Gene thought hard copies should be available in the library for the public to look at, possibly at the circulation desk or at the computers. Teresa suggested having copies available at the Friends' book sale.
- VI. Amanda reported that she is developing a survey for library patrons, including questions about patron satisfaction with the library and what could be improved. Charles requested she bring a copy of the survey to the June meeting. Amanda stated that she would like to be able to implement a tutoring program in the library and mentioned that the Friends have a new member who is a retired school librarian and has expressed interest in tutoring students in language arts. There is also a program that the Dayton library participates in where students from Bryan College come in to tutor, free of charge. Amanda will look into that in the fall when school is back in session. Amanda reported that there are new signs throughout the library designating the locations of DVDs, genres of books, etc. Amanda used the remainder of the state funds to purchase new large print, young adult and juvenile books, as well as audiobooks. She also attended the Summer Reading Conference in Oak Ridge and said the theme for this year's program is "Every Hero Has a Story."
- VII. Priscilla went over the treasurer's report. Expenses are projected to be at \$0 by May 30. Stephania reported that it is not guaranteed that the auditors will move expenses from the



2013-14 fiscal year that were paid in the current 2014-15 fiscal year. Up-to-date financial reports are given out at the department head meetings held each month at City Hall. The city's budget workshops will be held on April 23 and 30. The library's five-year plan was approved by the commission in February, but any repairs to the roof would have to be funded through a grant or some other method because the city doesn't have money in the budget to cover it. Any grant must first be approved by the commission. The board would be able to use city-contracted grant writers. Gene moved to accept the treasurer's report, seconded by Charles.

- VIII. Jim reported that he got some prices for replacement windows. He said that the price to replace all the windows would be between \$400 and \$550 per windows, installed, or approximately \$5000. This is for windows that do not open. If we want windows that can be opened, the cost doubles. The prices are based on thickness of the glass, level of UV ray protection, etc. There are 8 windows in the front of the library. The Friends of the Library will be in charge of the fundraising for the window project, and it was mentioned that grants are available from Lowe's, Walmart, Volunteer Electric, and Middle TN Gas. Charles suggested a building expansion committee be formed, and he will discuss it with Vicki.
- IX. Stephania invited everyone to the city's annual volunteer appreciation lunch, which will be held on Saturday, April 18 at noon at Veteran's Park. In case of inclement weather it will be held at City Hall. Stephania also requested a copy of the minutes from each board meeting to be shared with the commissioners. Beth announced that the regional library will be holding a workshop at the Blount County library on April 16 from 9:30-3:30 on emerging technology, and one on the Tennessee Electronic Library (TEL) in Athens on May 7. All library staff and board members are invited to attend. Amanda mentioned that she will be attending the 2015 Tennessee Library Association conference in Memphis. She received a grant for this. Beth finished by saying that the Tennessee library standards evaluation tool is now online. A user name and password are required, and each library director has this information. Library directors must complete the standards survey by July 7.
- X. Charles adjourned the meeting. The next meeting will be held on Tuesday, June 9.





## MINUTES FROM JANUARY 27, 2015 MEETING

### AUDREY PACK MEMORIAL LIBRARY BOARD

In attendance: Vicki Bennett, Chair; Priscilla Lyonais, Treasurer; Jim Nordell; Teresa Smith; Susan Maddux; Amanda Smith, Library Director; Missie Lytle, City Recorder; Beth Mercer, Ocoee River Regional Library Director.

- I. Vicki called the meeting to order. She gave us an update on Danny Chattin's condition, and we said the pledge to the flag.
- II. The minutes from the December 9 meeting were reviewed. Three minor changes were noted, and Jim made a motion to approve the minutes with the changes, seconded by Teresa.
- III. The bank has two new signature sheets, one for the checking account and one for the money market account, and Priscilla reported that as of August 1, 2014, the signers on each account should be herself, Vicki, Charles Nelson, and Missie. Danny Chattin and Reba Murphy should no longer be signers on either account. Priscilla motioned that the board accept the new signers, Jim seconded, and the vote was unanimous.
- IV. Priscilla gave the treasurer's report and an update on the library's operating budget. She reported that workman's compensation had jumped from \$200 last fiscal year to \$1503 this year and asked Missie why that is. Missie said that the amount of the city's policy has increased due to claims made by other city departments. Priscilla stated that there should be multiple levels of workman's comp based on the level of danger in an office setting versus employees who are out in the streets working, and Missie said she will investigate. Vicki asked Amanda to speak about the line items that are currently over budget. Amanda stated that all the expenses for line 230 (publicity, dues and subscriptions) have already been paid for the year, and Missie added that the city's auditor may credit the library \$100 for an expense that should have been billed to fiscal year 2013-14. We received a credit from AT&T on the December phone bill due to the e-rate not being applied, and we will continue to monitor the phone bills to ensure the library will not be over budget in this area and have to pay back the difference from our checking account, as we did last year. Teresa made a motion to accept the treasurer's report, seconded by Susan.
- V. Amanda reviewed the October-December quarterly report that is submitted to the region. The library staff removed over 1400 books and other materials last quarter, largely materials that were outdated and/or not circulating. The weeded materials are then scanned and either sent to Better World Books to be resold, or put out for sale here in the library. There is also a box of free books in front of the library. Amanda is currently using the third allotment of state funds to purchase audiobooks and other new items for the library's collection. There is a good check out rate from the new bestseller shelf, and the bestseller list is being used to determine what books are ordered for the library's collection. The young adult nonfiction books have been moved to the adult nonfiction, which allows for more space for the young adult fiction collection and also increases visibility of the nonfiction titles. Beth suggested that perhaps the young adult nonfiction could be interwoven with the adult nonfiction instead of shelving them separately. Amanda reported that a change has gone into effect enabling new patrons access to READS as



soon as they receive their card. Previously there was a delay of a few days while all new card numbers were entered through the regional library. READS and VERSO, the library's circulation system, are now integrated. Beth explained that this means that a patron blocked in VERSO will also be blocked in READS. Jim made a motion to accept the library director's report, seconded by Teresa.

- VI. The library's long-range plan was discussed. Concrete goals have been added at the end of each section, and Vicki explained that some are more quantifiable than others. Pages 8-10 were added, and information regarding staffing, administration, and resources was pulled from the library director's job description and the city charter. Vicki asked that the board members review the long-range plan and send her any recommendations for edits.
- VII. The library's 5-year-plan, which is required by the City for each department, was discussed. The 5-year-plan is part of the budget process and gives the City an idea of what to plan for. It was proposed that fixing the library's roof be added for the 2015-16 fiscal year. Replacing the windows in the building was also discussed, as this would lower the electric bills. Several possible grant opportunities to help with funding were mentioned, including VEC, TVA, Middle Tennessee Gas, and Walmart. A budget committee meeting was scheduled for February 24. The budget committee consists of Vicki, Charles, Priscilla, and Amanda. The first draft of the library's 2015-16 budget is due to City Hall on March 10. Beth reported that there will be two Summer Reading Program conferences, including one in Oak Ridge. In the past the only conference has been in middle Tennessee, making it difficult for anyone in this region to attend. Amanda will give the Friends of the Library the information in case they want to attend. Beth also stated that the libraries in the region are beginning to spend the technology grant money they have been given by the state. Amanda said she plans to purchase an early literacy station to replace one of the children's computers. It will come pre-loaded with educational games and requires no internet connection. Finally, Beth mentioned a new resource called WebJunction, which offers free online training for library staff and board members.
- VIII. Priscilla made a motion to adjourn, seconded by Teresa. The next meeting will be April 14, 2015.





## AUDREY PACK MEMORIAL LIBRARY MINUTES

REGULAR MEETING, JUNE 9, 2015

PRESENT: Vicki Bennett, Chairman; Charles Nelson, Vice Chair; Judy Littteken, Secretary; Priscilla Lyonais, Treasurer; Gene Van Horn; Jim Nordell; Betty Hicks, Friends; Reba Murphy; Theresa Smith; Susan Maddux; Amanda Smith, Director; Beth Mercer, Regional Library.

I. Vicki called the meeting to order and we said the pledge to the flag.

II. The minutes from the last meeting were reviewed and Gene made a motion to accept the minutes, seconded by Vicki.

III. Priscilla presented the Treasurer's report as of May 31, 2015. She asked permission to move \$3000.00 from the checking account to the money market because it pays a little more interest. Motion was made by Theresa to accept the report as presented and grant permission to move the monies. The motion was seconded by Charles.

IV. Betty reported that the Friends made \$75.00 on the book sale in April, and thanked Jim, Charles, Gene, and Priscilla for their help. The Friends have changed their meeting time from 10:00 am to 3:30 pm so some new members will be able to attend. Betty had sent in an application for state funding for renovation up to \$100,000.00. This cannot be the roof or windows, because that is considered repairs. It must be spent on true construction that will extend services. Some money must come from the county or city government. We feel it is time the county spend some money in Spring City. Betty will have someone look at the plans the Foundation already has for our renovation and give an estimate. If the old ones cannot be located then he can make new plans. We also need to find out how much money the Foundation has to put toward the renovation of the library. Reba says we need a basic needs assessment, but we also need to maintain the character of the present library building. Friends have some money they can use to help with maintenance. The Friends also plan to have another community flea market in the fall.

V. Amanda says she is working on a survey for patrons to complete both on line and on paper. The questions on this survey are designed to improve the services of the library for the patrons. We discussed having a tutor available in the library for students who need extra help. Beth will find out about the requirement of background checks for anyone who would be a tutor.



Vicki asked about the budget and where we are on getting the money spent before the end of June. We have \$1600.00 yet to spend. Amanda was instructed to get this money spent asap. Vicki also told Amanda that she can legally open any mail that comes to the library mailbox. She can then copy it and forward it to other city personnel if necessary.

VI. The first item of old business was the plan for the renovation of the library. This proposed plan was presented to the the city and approved two weeks ago. A copy should be placed in the library for patrons to view and copies made available upon request. The plan should also be put on the city's website as well as a link to Facebook. We as a Board will also provide an opportunity for interested citizens to meet and discuss this proposed renovation some evening at city hall with refreshments provided.

The second item of old business was the roof repairs needed for the library. Vicki asked Stephania about having the city workers do the work if we buy the materials. The concern is whether anyone is qualified to do this work or not. We discussed the need for bids for projects over \$500.00 We have three old estimates which ran from \$400.00 to \$1500.00 but do not know if they are still good. Vicki will inquire about the possibility of just hiring a bonded and insured contractor to do the project. It was suggested that Lowes will send three different contractors to bid the project. We decided to table this issue and perhaps to appoint a building and maintenance committee.

VII. There was a discussion about how to raise the money for the renovation and the roof repairs. We have the money to repair the roof. The Board wished to partner with the Friends and the Foundation to raise the money for the renovation. With this suggestion, it was decided that we table this issue as well.

VIII. Beth reminded us that we need to look at what is expected of us by the state and that we need to investigate what, if any, the state can provide to us.

Reba stated that this is the most library friendly city commision we have had in a long time. They all liked our renovation plan very much.

Respectfully submitted,

A handwritten signature in cursive script, reading "Judy H. Litteken". The signature is written in dark ink and is positioned above the printed name.

Judy H. Litteken

