

Tellico Plains Public Library Board of Trustees
Meeting Minutes -January 11, 2019

Board Members Present: Jim Sirmans, President; Carrie Brame, Treasurer; Sharon Bodie, Secretary; Pam Mathews, Greg Newman

Absent: Sherri Raby, Vice President; Denise Watson

Also Attending: Brenda Bertino, Library Director; Nikki Branam-Snyder, Assistant Director of the Regional Library

Agenda

- Approval of Minutes
- Financial Report
- Suspension of Privileges Policy
- Director's Remarks
- 2019 Meeting Dates
- Friends of the Library Representative Remarks
- Regional Library Representative Comments
- New Business/Wrap Up

Minutes from the November 16, 2018 meeting were approved.

Financial Report - Carrie Brame provided financial statements outlining income and expenses and a current balance sheet. The checking account is currently at \$36,514.25. The State Tech Grant has been received, reimbursing \$1406. A training grant reimbursement for \$200 has also been received. \$100 a month continues to be placed in the capitol improvement fund.

Jim Sirmans has submitted the annual budget to the County Library Board, including a \$3700 increase in the budget for the Tellico Plains Library.

Suspension of Privileges Policy - The Board approved the Suspension of Privileges Policy. This policy could restrict a library user's ability to borrow materials and/or visit the library when such use might jeopardize the health and cleanliness of the facility, collections or users. This policy has been adopted by all libraries in Monroe County.

Director's Remarks

Brenda Bertino presented a Year in Review for 2018 providing a view of how the community uses the library - including visits, materials borrowed, R.E.A.D.S., computer use, Wi-Fi use, interlibrary loans, programs, grants, volunteer hours, and Friends of the Library memberships.

Brenda also presented the results of the survey of library services with many excellent and good ratings and a couple fair and poor ratings. Comments from patrons are also included. The survey results indicated a need for improvements in some areas, which the library director will work on.

Upcoming grants that have been awarded: TOP grant for \$4170 with 10% matching, \$1200 training grant, \$2770 tech grant, and \$200 for LTT grant.

The director requested that the library be closed January 21 - 26 for inventory, checking for infestations in materials, and cleaning. The director also requested \$450 to pay additional salaries for the work to the director and one staff member. The Board approved the closing of the library and the additional salaries.

Brenda Bertino recommended that the library go fine free for late fees, as having fines owed often keeps people from using the library. Fines for damages and lost materials would remain in effect. Nikki Branam-Snyder, Assistant Director of the Regional Library, noted that the people who are most effected by fines are those that need the library the most and that there is much data on reasons for omitting late fines for libraries, including negative customer relations and waste of time spent by staff. The Board approved changing the policy to no longer include fines for late materials.

Friends of the Library Representative Remarks - None available.

Regional Library Director Comments - Nikki Branam-Snyder presented information on: upcoming training opportunities, including e-rate and summer reading programs; Maintenance of Effort Agreement for Monroe County Libraries, Service Area Populations for the Libraries of Monroe County, and the Public Library Service Agreement for Monroe County. Additionally, she provided each Board Member the revised Tennessee Standards for Public Libraries.

New Business

Historical Marker - Sharon Bodie requested that the historical marker outside the library be repaired or removed, as it has become faded and damaged and is not longer readable. Sherri Raby will be asked to make the request to the Mayor and the Board of Aldermen of Tellico Plains.

2019 Meetings: March 22, May 10, July 19, September 20, and November 15

Attachments: Financial Reports, Suspension of Privileges Policy, Year in Review 2018, Survey Says - Rating of Library Services, Maintenance of Effort Agreement for Monroe County Libraries, Official Public Library Service Area Populations, and the Public Library Service Agreement for Monroe County. A copy of the Tennessee Standards for Public Libraries is placed in the notebook with Library Board minutes.