

Cleveland Bradley County Public Library
September 26, 2023
Board Meeting Minutes

PRESENT: Kelvin Bishop, Amy Moore, Cheryl Dunson, Milan Blake, and Vanessa Hammond.

Others attending; Director: Andrew Hunt, Incoming Director: Keisha Parks, Director of Ocoee River Regional Library: Liz Schreck, President of the Foundation for the Cleveland Bradley County Public Library: Meg Campbell, Centennial Committee: Margaret Schenck, President of the Friends of the Library Association: Maureen Pettigrew.

Kelvin Bishop called the meeting to order. Library Board minutes from July 25th and Library Committee Minutes from July and August were reviewed.

A motion was made by Cheryl Dunson to approve all sets of minutes. This was seconded by Amy Moore. All minutes were approved as submitted.

Regional Report

Liz Schreck reported that our library was the first to turn in their maintenance of effort agreement and that all TN libraries are completing the Annual Public Library Survey. Kelvin Bishop mentioned that the new Library Director is trying to make the Trustee Certification process simpler. The more Board members that complete this, the better it is for our grant. This was the first year we knowingly lost grant funding due to the number we have on the Board, only one sitting member is certified at this time.

FOLA Report

Maureen Pettigrew reported that the Murder Mystery raised over \$11,000. This was made possible by the donations from local businesses of all the food, drinks, and decorations from Publix, Dos Bros, Harry's, and Tarver. FOLA has voted to gift a brand new generator to the Bookmobile. Funds have been given at this time and are waiting on the generator to be delivered. Next fundraiser and last for the year is the Secondhand Bling jewelry sale on December 1st & 2nd. There is quality stuff and most items are under \$7. Donations are still accepted at the Circulation Desk.

Foundation Report

Meg Campbell was happy to report that extra funding came in for Centennial events. Advertising costs were higher than expected due to the size of the play venue and number of shows. Six billboards have been posted around Cleveland along with TV, Social Media, and Newspaper ads. It was reiterated that the play is FREE, no reservations are needed, just show up with your library card or student ID. Cards will be made on the spot for those that do not have one. The Foundation is beginning to work on projects for 2024.

Centennial Celebrations

Margaret Schenck is pleased to share that there are only two events left for our Centennial year but they are the biggest! The play cast is complete and they are practicing multiple times a week. A red wagon is still needed as a prop. Margaret Schenck and Keisha Parks will be on News Channel 3 this week to promote the play. Volunteers are still being welcomed to assist as stage hands, all ages welcome! The play will be recorded by a local company.

The Centennial Banquet is the final event of the year on November 3rd at the Pie Center. Save the dates went out and invitations requiring RSVPs went after. Mike Griffin and Rebeckah Coleman are working very hard on this event. There will be awards given out that evening along with a commemorative Centennial coin featuring a unique logo. They are looking for someone who can lead the prayer before the banquet. The next committee meeting will be on October 2nd and 30th and then it will be disbanded.

Committee Reports

- Building & Grounds
- Human Resources & Operations
- Technology
- Public Relations
- History Branch

Reports were emailed. They will not be read out loud at meetings anymore but questions or concerns can be addressed. No comments at this time.

New Business

Kelvin Bishop informed the Board that work is being done on the Capital Project. The Youth Services Librarian interviews have five individuals that are going on to the 2nd round of interviewing. An audition featuring a story time will be required.

A vote was taken to appoint Keisha Parks as Secretary of the Library Board. Cheryl Dunson approved the motion. This was seconded by Vanessa Hammond.

The air conditioning unit on the 2nd floor, Non-Fiction area, is out. It is over 10 years old and could be up to \$25,000 to replace or \$12 - 15,000 to repair. The Board President and Library Director will see where the funds can come from in the budget. The options are taking it from capital fund monies, appeal to the Foundation, or utilize the fund balance. A motion was made to use funded money from the County to cover the unit, no

more than \$25,000. Amy Moore approved the motion and was seconded by Vanessa Hammond. Milan Blake recused himself from this motion.

The Library Cafe' vendor left over the summer. The new vendor will be Plus Ultra Coffee who was featured at the LibraryCON! Roy Callahan specializes in Boba, Manga, and Pop Culture events. He will bring in groups that like those items but also utilize his space to feature new manga books. He will host an Anime Trivia Night. Punch cards will be given to customers to encourage future buys. The library will display signage and a temporary banner, all will be approved by the. Roy Callahan's focus is making connections, not monetary gains. He has plans to be up in October, before the holiday rush. He currently has a location in Bradley Sq. Mall.

Amy Moore mentioned the UTC Social Work program coming in and working with homeless individuals. Someone has already been in-contact about this and someone is coming to the library in the future. Lee University does not have this area of study so someone from UTC will be handling this endeavor.

Finance Committee

Gift & Memorial Donations for July & August were \$345. Expenditures of over \$3000 were from the Summer Reading Programs, and other programming costs. The CD's have been renewed at a rate closer to 5%, versus their old rate of 1.5%. The budgeted funds of consumables are at 42.2%. These include service contracts, computer contracts, and continuing ed, etc. that are spent at the beginning of the fiscal year. Salary is slightly higher than normal due to changes and turnover. A close eye is being kept on budgeted salary funds as the year progresses. The City of Cleveland has given 34% of their budgeted funds and the County will begin giving their funds after property taxes are collected. Fines and fees are at 28.4% for the year, equipment repair & replace are at 32% and building repairs are at 55%, due to the air conditioning units. General Liability Insurance is at 70% but it is a one-time payment so the unallocated portion of that line items will go towards other things.

Kelvin Bishop shared again that the Library staff received no raise in salaries. Keisha Parks and Kelvin Bishop will continue to review the budget for ways to give Library employees a pay raise.

Director Report

Andrew Hunt extended his appreciation for his time as Director and getting to work with many different Board members. The Library Board has always been there to help him learn and grow. He will continue to be a supporter of the Library! Keisha Parks is looking forward to using creative ideas to get the Library staff a much deserved raise. They work hard and she wants them to know they are appreciated.

IdentoGO/Idemia reached out to us about the Library becoming a fingerprinting and background check location. Right now Ooltewah and Collegedale have locations but not Cleveland. Anyone can utilize this from Department of Education Employees to TSA pre-check individuals, etc.. This will be a charge to the public and the Library will receive \$15 of that cost. Staffing needs would require a full-time person to cover this station. An Americorp V.I.S.T.A. may become available for this next year. Currently four Library staff are being equipped to assist with this station until someone is brought on.

Kelvin Bishop thanked Andrew Hunt for his many years of service but is excited for Keisha Parks plan!

He also noted that the 2nd half of the budget looks much better than this first half, mainly due to the long-term employees leaving. A one-time bonus will be given to Library employees but no commitments have been made at this time. Funding is always a headache but Kelvin Bishop is committed to working it out to provide that bonus. Getting to know City Council members and County Commissioners is key to this commitment. The Library Board wants the City and County to realize the level of education that the Library Staff possess. Many of the Library part-time staff have Master's degrees and their pay does not reflect that. The Board wants to redirect the attention of City and County Officials to highlight what the Library does and why it is needed. We are here to support the City and the County and we need their officials' support to do so. Living wages need to be reflected in Library employees' salaries. In the past it was assumed that Library Staff worked here in addition to a higher paying wage job or their partner made up the difference. That is not the case anymore in the ever changing world we live in.

There being no further business, Cheryl Dunson made a motion to adjourn. This was seconded by Amy Moore and the meeting was adjourned.

Respectfully submitted,
Keisha Parks, Secretary