

Cleveland Bradley County Public Library

March 26, 2024

Board Meeting Minutes

PRESENT: Kelvin Bishop, Keith Barrett, Vanessa Hammond, Milan Blake, Rebecca McIntire, & Cheryl Dunson.

Others attending; Director: Keisha Parks, Director of Ocoee River Regional Library: Liz Schreck, President of the Foundation for the Cleveland Bradley County Public Library: Meg Campbell, & President of Friends of the Library; Lynn Dunlap.

Kelvin Bishop called the meeting to order. Library Board minutes from November 28th and January 23rd were reviewed and edits were suggested. Those have been updated on the Board Minutes on the Library's website.

A motion was made by Cheryl Dunson to approve all sets of minutes, with the revisions. This was seconded by Keith Barrett. All minutes were approved as submitted.

Regional Report

Liz Schreck reported that the Space Planning Training on March 12th was successful. She reminded the Board about the Tennessee Library Association Annual Conference in April. This year it will be held in Franklin, TN. Tech Grant spending is coming to a close. Our Library Board is almost 100% with Trustee Certifications. Liz Shreck shared about a resourceful software to help make ready-to-share infographics for your funding bodies. Libraries by the Numbers takes real time data from your Library to create these.

FOLA Report

Lynn Dunlap gave an update on the Book Nook space restructuring. This project has been viewed by Steve Carroll. She hopes to have a sketch of his ideas at the Board meeting in May.

The membership drive began the first of March and goes through April. Anyone that becomes a FOLA member during that time will be entered to win one of the following prizes; 1 Memorial Brick, \$100, \$75, or \$50 gift cards.

Foundation Report

Meg Campbell shared that the recent workshop with Foundation Board members, FOLA Board members, and Library Staff was productive. It was all about telling the story of the Library. Thank you luncheons will begin April for the City Council and County Commissioners.

They have two campaigns running currently to support their goal of making our Community aware of what the Foundation is and does. The first is to partner with our Community through local businesses and organizations to bring awareness and support

to the Library. The second focuses on the social media presence for the Foundation. They encourage everyone to Friend their page and to Like and Share their posts.

New Business

Kelvin Bishop reported that Library Board positions will need to be filled as Kelvin Bishop and Keith Barrett's terms are expiring. A nominating committee of Rebecca McIntire, Keith Barrett, and Amy Moore was appointed to oversee this process. Any recommendations for the vacant positions can be submitted via the form Keisha Parks will be sharing. .

Finance Committee

Keith Barrett guided us through the end of February reports. The Library is looking good to end this fiscal year within budget. The 2024/2025 budget has been turned into the City and the County. A modest increase was requested with salaries being the main category. Library employees haven't seen a raise in over 3 years.

Old Business

Keisha Parks gave an update on the installation for the new air conditioning systems. The downstairs unit has been fully tested and completed. The upstairs unit should be completed before the first of April.

Committee Reports

Reports were emailed. They will not be read out loud at meetings anymore but questions or concerns can be addressed.

- Building & Grounds

The Building & Grounds Committee of Milan Blake and Steve Robinson met with Keisha Parks about the exterior repairs needed on our historic homes. A priority list of needs is being completed and assessed to make future repairs easier to manage. The Centennial Tree was planted alongside Ocoee St. in front of the Carmichael House.

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

Director Report

Keisha Parks touched on hiring underway in the Circulation Department. Positions are shifting to make the Volunteer Coordinator under Circulation and the Adult Program Coordinator will be its own role. The Tennessee Library Association will be in Franklin, TN this April. Keisha Parks: Library Director and Margaret Kowalik: Reference Department will be in attendance. In 2025 it will be held in Chattanooga, TN and many more staff will be able to attend. She encouraged and Library Board members that wanted to attend to do so.

The Junior Achievement Fundraiser was very fun and supported a worthy cause. Vanessa Hammond: Library Board, Jim Veentra: Friends of the Library Board, and Library Staff; Keisha Parks, Jill Barnett, Erica Tugge, and Darrin Edwards made up the bowling team. It was a great way for Board members to get to know our staff better and vice versa. The next big thing at the Library will be the Solar Eclipse Viewing Party on April 8th.

The budget was voted on and ratified by member Keith Barrett. Vanessa Hammond seconded this while Milan Blake abstained from the vote due to his role with the County.

Milan Blake suggested reviewing the budget for the Bradley County Law Library to see what funds could be allocated to other line items on the Library budget. This prompted Keisha Parks to share the tracking project of in-house Reference materials. These are some of the most expensive materials and many can be replaced by databases. In order to meet the needs of the Community a tracking project is underway to determine which materials are being utilized and which are not. Library surveys are also being completed by patrons to determine these needs. There has been one round that went out and after two more are completed the information will be shared with the Board.

There being no further business, Kelvin Bishop made a motion to adjourn.

Respectfully submitted,
Keisha Parks, Secretary