

Cleveland Bradley County Public Library

June 25, 2024

Board Meeting Minutes

PRESENT: Kelvin Bishop, Keith Barrett, Milan Blake, Amy Moore, Vanessa Hammond, & Rebecca McIntire.

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 the Friends of the Library Association: Lynn Dunlap, and Technical Processing Supervisor: Rhonda Black.

Kelvin Bishop called the meeting to order. Library Board minutes from March 26th and Library Committee Minutes from April & May were reviewed.

A motion was made by Rebecca McIntire to approve all sets of minutes. This was seconded by Vanessa Hammond. All minutes were approved as submitted.

Regional Report

Liz Schreck reported that libraries are finishing up continuing education hours for the fiscal year. Title VI Training is also due by June 30th. All staff that work for an organization that receives federal funding must complete this training annually. Library Service Agreements were sent out and signed for the 24-25 fiscal year. The 2025 Technology Grant application deadline happened last week. The Online Standards Survey deadline is approaching in July.

The Annual Support Rankings have been announced and the Cleveland Bradley County Public Library ranked 38 out of 95 counties. This ranking comes from information related to income level, population, and the appropriated funds per capita towards public libraries.

FOLA Report

Lynn Dunlap shared that FOLA had 40 members rejoin and 5 new members during the recent membership drive. Many of the new joiners gave more than the base level of \$20. The recent Secondhand Bling Jewelry Sale was successful and plans are being made for their next fundraiser in the Fall.

This Summer FOLA has been able to sponsor the Youth Summer Feeding Program during the week of the 4th of July and adventures for the Teens with an after-hours bowling event.

Foundation Report

Meg Campbell was happy to report the Foundation has been busy giving funds to the library. New forms have been made for requests to come from internally at the library for those special projects the budget cannot attend to.

A community awareness campaign will begin this week. 510 packets have been prepared to send out to 510 local companies. These will include letters about what the library and foundation do, the new brochures, and details on donations and how they are used.

Old Business

Amy Moore reported findings from the Nominating Committee. Leon Shahan's resume was reviewed and the committee nominated Leon to serve as a City Appointee.

Kelvin Bishop has recommended Amy Moore to take over as Board Chair.

Rebecca McIntire will take over as Vice Chair and Keith Barrett will stay on as Treasurer for one more year.

A motion was made by Amy Moore to appoint Leon Shahan to the Board as a City Appointee. This was seconded by Vanessa Hammond.

Amy commented that the at-large member should swap between City & County every few years. That will be explored when reviewing the by-laws.

New Business

Discussion earlier in the meeting prompted a By-Laws Committee to be formed.

Rebecca McIntire will lead with Vanessa Hammond and Milan Blake to assist.

For the next few Board meetings a Department Supervisor from the library will be present for a 'Department Spotlight.' Rhonda Black was there representing the Technical Processing Department. She is currently the Supervisor and has two part-time workers that assist her, Gail & Beth. They handle preparing every material item for the shelves. From ordering to cataloging to your hands they handle it all. They will soon receive a new book-covering machine that will save them enormous amounts of time. The fund for the machine and supplies were graciously given by the Friends of the Library Association.

Finance Committee

Keith Barrett reported the library is on track to finish financially well. Materials spending was light in May but projected to be heavy in June. Overall the budget will be within \$15,000 of completion. Major expenses with the HVAC units. The City has given their funds and the County's is coming. We are also still collecting funds from the County that were previously allocated. Utility costs have reflected the new HVAC units running properly.

Committee Reports

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.

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

Director Report

Keisha Parks shared that library policies and procedures are being reviewed and will be revised. They will be presented at the October meeting. The Annual Staff Training day has been scheduled for Friday August 16. The library is closed on this day which assists Lee University with their parking needs during move-in weekend. There will be a full day of training provided for all the staff that work for the library. We will have the normal housekeeping and regional visitor, but this year CPR Certification and Personality Testing will be offered. The CPR will allow patrons and staff to have emergency assistance if they require such, but it will also be a tool that staff members can take out into their lives and communities. The Personality Testing will help us work best with everyone that we work with. The Foundation has agreed to cover the costs of both of these trainings.

Plus Ultra Coffee has decided they can longer keep the cafe at the library open. They are not making enough profit. At this point there is no interest in accepting bids for a vendor to take over the space. In the past 13 years there have been 8 different food vendors in the space. Instead a vending company has been contacted and is going to review the space for possible machine placement. The company would handle all re-stocking and maintenance. The library would only be asked to buy coffee cups for the coffee machine.

Lastly, Kelvin Bishop was presented with gifts for completing his term on the Board. His work ethic will be missed but they hope to have him return in three years.

There being no further business, Kelvin Bishop made a motion to adjourn. This was seconded by Vanessa Hammond and the meeting was adjourned.

Respectfully submitted,
Keisha Parks, Secretary