

Cleveland Bradley County Public Library

July 23, 2024

Board Meeting Minutes

PRESENT: Milan Blake, Amy Moore, Vanessa Hammond, & Rebecca McIntire, Cheryl Dunson & Leon Shahan.

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 Maintenance Supervisor: Darrin Edwards.

Amy Moore called the meeting to order. Library Board minutes from June 26th and Library Committee Minutes from May & June were reviewed.

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

Regional Report

Liz Schreck reported that the regional training opportunities have been shared for the 24/25 fiscal year. Library Staff are required to complete training but the Board of Trustees is encouraged to attend as well. Libraries have been busy completing the standards and Title VI surveys and quarterly reports.

The all-encompassing Public Library Survey report will be due in September. This report is shared with the state and federal bodies. The Trustee Workshop will be held at Art Circle Public Library on September 25th. The TSLA Technology Grant requires us to have one Board member present at this workshop.

FOLA Report

Lynn Dunlap shared their goals of staying better in touch with their members. The Book & Coffee review will be held on August 9th at the History Branch. Local Author, Tyler Boyd, will be reviewing his most recent title on Polk County politics. Religion and Self-help books are on sale, two for \$1.00 while supplies last. The semi-annual jewelry sale will be in November. Stay tuned for something special coming around the Christmas holidays.

Foundation Report

Meg Campbell announced that the community awareness packages went out to over 500 local businesses. Replies with contributions are already making their way to the library. The next step will be calling the business directly to enlist them as partners. In September they will begin a donor awareness program.

Old Business

Amy Moore disclosed her thoughts on attending the County Commission and City Council meetings. This will foster better relations between the Library Board and our funding bodies. It will inform the Library Board on what is going on in our City & County while also shedding light on what the Library brings to their constituents and communities. This is one part the Board can be more active and engaged. The Bylaw revision process is underway.

New Business

The 'Department Spotlight' this month is Maintenance Supervisor: Darrin Edwards. His department has two part-time employees: Perry Brown & Donna Chambers. They both go above and beyond to make the entire library clean and tidy. Darrin Edwards shared a priority list of the projects needing work. Amongst those, climate control including ventilation systems and duct work & exterior building repair such as porch and roof work are the most pressing. The library is home to 25 HVAC units so work is constantly being done on one or more of them.

He would like more funds to go towards preventative maintenance for the building exterior. The History Branch and Main Library have exterior needs that need more than a band aid approach to the process to ensure their longevity. Quotes are being secured for the Carmichael House Porch repair, roofing needs for both buildings and the HVAC units needing work. Rackley Roofing has estimated the Jarnigan Roof could cost upwards of \$36,000 to replace and the History Branch rubber roof area would be \$5,000 to replace.

Amy Moore declared that a sub-committee will be formed to discuss and then meet with the building committees from the County to disclose our needs. If nothing comes from that meeting the Foundation will be asked to help with funding the above building needs. She also shared her three year plan to increase salaries for all Library employees. The building and the people are the top priority when it comes to where funds need to be allocated.

Funding of the many building projects was discussed. Amy Moore suggested reaching out to the City & County to request the funding. Once it has been requested from the City & County we will request from private donors and grants. The Maintenance of Effort agreement that the City and County sign gives us confirmation of funding appropriated for public libraries. It keeps the City and County from removing funding for normal operating expenses. This agreement does not include capital project funding which would be major building projects. The Law Library Funds were mentioned again and discussion is in the works for charging rent to the Law Library.

The Board will explore applying for funding from the Healthy Communities Initiative (HCI) for 2025. The HCI awards earnings to community organizations based on a competitive grant application process. The library has not applied in the past because in 2007 the County approved a 20 year, \$1.8 million loan for capital projects for the library and the loan payments have come from the HCI fund.

Finance Committee

Milan Blake reported financials for the previous fiscal year looked good and in the clear

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

The Committee designations have been updated to reflect strengths and interests of the Board. Moving forward, Board members are encouraged to have more involvement in the creation of these reports. Keisha Parks will email a department list to the Board so they can begin visiting and getting to know the staff and what they do. This is another step if having an active and engaged Board. It was suggested that Board members lead training for library staff on subjects they are knowledgeable in!

Director Report

Keisha Parks began by having Vanessa Hammond give a testimonial to her attendance at last year's Trustee Workshop. Leon Shahan is interested in attending this year. By attending this workshop and other experiences you are connecting our Library Board to other boards while educating yourself on the interconnectedness that Public Libraries have.

A business plan to occupy the cafe' space has been turned in by Tammy Rockwell. She was previously a sub-vendor for Plus Ultra Coffee so has a relationship with the library. Her menu is being revisited to allow more options for our lower-income patrons. The Library Cafe' needs to be a place where everyone can afford something to eat or drink, from our unhoused population to the wealthiest. She will be given a six-month trial period and will vacate at that time if unsuccessful.

The vending machine idea that was previously mentioned has not been completely thrown out. While there is some kickback from the vendor, the library wants something available for all operating hours. A vending machine might still be added at the library, specifically for when the cafe is not open. We want Tammy Rockwell to be successful while providing the best options for our patrons as well.

The cafe' lease agreement was discussed for revisions. There needs to be consequences set in-place for breaking the agreed upon terms. Details such as opening times and consistency in scheduling must be followed exactly as the agreement states. Keisha Parks reminded the Board that the Annual Staff Training Day is scheduled for August 16th.

Next month the 'Department Spotlight' will be IT Manager: Robert Knepper and Monday Night Live 'Board Spotlight' will be Leon Shahan and Jerry Bohannon.

This meeting ended with no move to adjourn.

Respectfully submitted,
Keisha Parks, Secretary