

Cleveland Bradley County Public Library

September 24, 2024

Board Meeting Minutes

PRESENT: Keith Barrett, Milan Blake, Vanessa Hammond, Amy Moore, & 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, and IT Manager: Robert Knepper.

Amy Moore called the meeting to order. Library Board minutes from July 23rd and Library Committee Minutes from July & August were reviewed.

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

### **Regional Report**

Liz Schreck shared the Trustee Workshop on September 25, 2024. Amy Moore and Milan Blake will be attending. This is a busy season for the Regional Offices and Public Libraries with statistics. The Maintenance of Effort Agreement is circulating now and during October 31, 2024.

### **FOLA Report**

Lynn Dunlap was not present to report for the Friends of the Library Association. Keisha Parks reported on her behalf that the Secondhand Bling sale is currently accepting donations at the Circulation Desk.

### **Foundation Report**

Meg Campbell and her team continue to work on their community awareness program. They have been offered a matching grant of up to \$50,000 to be matched by other Community Partners.

### **Old Business**

Amy Moore informed the Board of an Image Analysis report that they are all encouraged to take the lead on. This entails a walkabout through the library, reviewing everything; such as signage and how the space makes them feel. The analysis will cover the exterior and interior of both branches and is meant to help improve the library. She thanked the Board for attending the City Council and County Commission meetings. At the November meetings a sign-up sheet will be shared for the 2025

meetings. The library has received good press lately through the Cleveland Daily Banner.

Amy Moore has plans to increase salaries for all library employees by 3 % over the next five years. In comparison, our level 5 library is in the middle of average salaries in Tennessee but still not up to a living wage based on MIT standards for living costs. In the past 10 years, City and County employees have received a cost of living raise for 9 of them. Library employees have not received a cost of living raise in over 10 years. She stated that the library employees should not be punished for the passion to work at the library. The Board and Library Director are committed to ask every year for cost of living raises moving forward.

### **New Business**

The 'Department Spotlight' this month is IT Manager: Robert Knepper. He handles everything IT related at both library branches. This can be computer assistance, software help, technology FQs, computer classes, and more. The only outsourcing we have to do is the website.

Cyber Security and its role in libraries is heavily addressed at the State level. The Library Director and Robert will have training later this week. Robert had the pleasure of Board member Cheryl Dunson volunteering to run network cable in the ceiling. She serves on the IT Committee for the Library Board.

Most Public Libraries budgets in our region do not allow for an IT Manager so the Regional Offices actually employ one IT Manager to assist those libraries. We are one of three libraries in the region that have our own.

Milan Blake mentioned Cleveland Utilities fiber network. They are working on laying fiber throughout the city. The Library will be reaching out about how to get included in that project.

Keisha Parks reminded the Board that new headshots are needed to update the website.

### **Finance Committee**

Keith Barrett reported the budget looks in-line for the first two months of the fiscal year. Expenditures such as consumables and utilities are up which is normal to begin the year. Certificate of Deposits have been renewed at 4.25% for 1 year.

## **Committee Reports**

All Committee Reports were emailed. They are not read aloud at meetings anymore, but discussed if needed.

- Building & Grounds

The Carmichael House Porch project has begun. We are working with Steve Robinson on finding contractors for such a small job. There are two quotes being assessed, removing the banister and rebuilding at a later date, or repairing it now. The library proposes the banister be removed at this time and be rebuilt when the funds become available.

The roof on the Jarnigan House and portions of the main branch has been completed. This was done using funds from the insurance company and the County.

- Human Resources & Operations

A new Adult Program Coordinator has been hired and excited to bring new programs to the library for adults. Board members are making plans to attend the first meeting of the Fun Fiction Book Club meeting in October. They will be discussing the book, "The Storied Life of A.J. Fikry," by Gabrielle Zevin.

In discussions about new adult programs the topic of alcohol was brought up. Currently the library follows the same policy as the city and county; if alcohol is served no government employee is providing service and there is a Constable on the premises at all times. The people serving the alcohol must be certified by the Alcoholic Beverage Commission of Tennessee. Meg Campbell from the Foundation shared that when their organization has alcohol at a fundraising event, a 24-hour insurance policy is purchased to cover any accidents that might occur.

It was decided that for programming, no alcohol should be served, but for fundraising events it is allowed. It should always be clear that no public funds were used to fund those fundraising events.

- Technology

Discussed during Department Spotlight.

- Public Relations
- History Branch

These two committee's combined their discussion to deliberate the History Branch Facebook Page. The library used to have a thriving History Branch page that generated a lot of interest in local history but it was removed several months ago. The Board would like this to be reinstated.

### **Director Report**

Keisha Parks shared that in addition to the roof being completed by Alltimate Roofing, they also hosted a Lego build day with Kona Ice at the library. Many patrons in our community were able to come get FREE icee's and build lego creations.

The new cafe vendor has started officially this week. Leon Shahan and Amy Moore worked diligently with the Library Director to ensure the cafe agreement was more agreeable to the library and the vendor. The Board wants the cafe to be successful and knows that with more skin in the game the more motivated they will be.

It was mentioned to have the cafe cater current library programs and possibly get local non-profits to use the cafe for their lunches. The new cafe pricing works well for the different library patrons we encounter on a regular basis.

Library department supervisors have been working with Keisha Parks to review and edit all library policies and procedures. New policies will be shared before the November meeting for the Board to give input. The library would like these to be in-place by February 2025.

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

Respectfully submitted,  
Keisha Parks, Secretary