

Cleveland Bradley County Public Library
November 26, 2024
Board Meeting Minutes

PRESENT: Keith Barrett, Milan Blake, Vanessa Hammond, Rebecca McIntire, 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, President of Friends of the Library Association: Lynn Dunlap and History Branch Manager: Margot Still.

Amy Moore called the meeting to order. Library Board minutes from September 2024 and Library Committee Minutes from September & October were reviewed.

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

Regional Report

Liz Schreck highlighted Transparent Languages through the Tennessee Electronic Library and the Mentor TN Program through a partnership with the Tennessee Library Association and the Library of New Jersey. The Annual Standards Survey results are out and the Cleveland Bradley County Public Library is doing better than previous years. This survey does not affect funding but it is used as a goal-setting tool or an in-house evaluator. Trustee Certifications were distributed to those that completed the training.

FOLA Report

Lynn Dunlap was pleased to share that new brochures are going out. During the Ye Ole Library Faire, \$250 was raised by selling old books. The Secondhand Bling Sale went well and they have many events coming-up. The Reindeer Games will be hosted by the Youth Services Department and FOLA will be providing supplies and door prizes.

FOLA purchased Christmas gifts for the staff and a new Christmas Tree for the Community Room. They also assisted in decorating the History Branch for the holidays. They are continuing to sell Memorial Bricks at \$100 each. Beginning in 2025 they will be \$125 each.

The next fundraiser will be the Mrs. Santa Old Christmas Tea on January 4, 2025. This event is being held at the History Branch. Tickets are \$40 and on-sale now.

Foundation Report

Meg Campbell reported the Foundation is two-thirds of the way to completing the matching grant they received. All donations must be in by 2024 to be included. A Community event will be held on December 5th at the History Branch.

Old Business

Amy Moore thanked FOLA and the Foundation for their work in supporting the staff at the Library through purchasing holiday gifts, party food, and funding the Christmas Parade entry fees and accompanying costs.

The Board has put together a committee to go over their bylaws. They will meet before the January Library Board Meeting.

The Image Analysis project was discussed and the Library Board was asked to continue walking about the Library to evaluate the space. This could require questions to be asked of staff and patrons. Once these are completed they will be used to make our Library a better and safer space.

Library Policies for the public and staff have been reviewed and edited internally by department Supervisors. They will be given to the Library Board for input before they are released to the general staff and public.

The Healthy Communities Grant and the Tennessee Arts Commission Grants were discussed. Amy Moore asked that anyone with grant experience share training or new grant opportunities with the Library Board. The TN Historical Commission was mentioned to assist with preservation of the Library's three unique properties.

New Business

The 'Department Spotlight' this month is History Branch Manager: Margot Still. The History Branch has been decorating for Christmas (seen through the Music Room windows), moving archives upstairs and digitizing a big donation of local history and genealogical work. The Foundation funded the purchase of a new, lockable, lit display cabinet in Oak. It will be the home of priceless artifacts such as a 1916 Bradley Central pin and 1920s/30s Bradley Central class ring.

The display under the stairwell is being redone to highlight what went on during the Library's Centennial Year. A lamp found in the Jarnigan House basement has been placed there to bring more lighting to the display. The fire places in the Parlor Room now display an electronic fire. Work was done to place computer screens in the fire places that display a real fire. Eventually Margot Still would like this done in the Music Room too. The History Branch has seen more patrons from out-of-town; recently as far as Colorado and Oklahoma.

Margot Still takes her knowledge out into the Community presenting at numerous clubs and organizations throughout the year. She can present on the History Branch and its many resources or on local history. Friends of the Library, The Foundation, and her volunteer Darlene Cheek were all given a huge shoutout for their hard work and financial support.

Committee Reports

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

- Building & Grounds
- Human Resources & Operations

The new Adult Programmer and the exciting programming coming to the Library was discussed. A few of the Board Members were able to attend the Fun Fiction Book Club and said it was entertaining and they learned something new.

- Technology
- Public Relations
- History Branch

Director Report

Keisha Parks shared that it has officially been one year since she began as Library Director. One of her goals of regular Department Supervisor meetings has been successful. She is currently addressing staff and has asked all supervisors, "What staffing needs do you require for your department to be the most efficient?"

Darrin Edwards has been working diligently on the construction projects for the Library. Two quotes have been acquired and one more is in the works. This project is set to begin in 2025.

Keisha Parks asked the board to end by contemplating what the guiding principle is for the Library and how the Library Board should know and promote that. She also invited the Board to the staff holiday reception, Friday December 6th, 6 to 8 pm.

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

Respectfully submitted,
Keisha Parks, Secretary