

Cleveland Bradley County Public Library  
February 12, 2025  
Board Meeting Minutes

PRESENT: Keith Barrett, Cheryl Dunson, Vanessa Hammond, Rebecca McIntire, Amy Moore, & Leon Shahan

Others attending: Director Keisha Parks and Circulation Manager Kerisa Shorthouse.

Amy Moore called the meeting to order. The Library Board minutes from November 2024 and the Committee Minutes from November and December were reviewed. There was no quorum in January.

Leon Shahan made a motion to approve all sets of minutes. Rebecca McIntire seconded the motion. The motion passed unanimously and the minutes were approved as submitted.

### **Regional Report**

Liz Schreck was not present.  
There was nothing to report.

### **FOLA Report**

Lynn Dunlap was not present.  
Amy Moore highlighted the Book and Coffee event with Reverend Dr. Joel Huffstetler on February 14, 2025.

### **Foundation Report**

Meg Campbell was not present.  
There was nothing to report.

### **Old Business**

The By-Laws Committee presented the amended By-Laws. Leon Shahan noted the language used in Article IV, 7 should be edited to say “may” be asked to resign from the Board instead of “will.” This will encourage active participation in meetings but not a definitive resignation if extenuating circumstances require a Board member to be absent from multiple meetings. This change will also be made in the Code of Ethics, second bullet on the second page.

Cheryl Dunson made a motion to approve the amended bylaws with the noted changes, which was seconded by Keith Barrett. The motion passed unanimously.

### **New Business**

The 'Department Spotlight' this month is Circulation Manager Kerisa Shorhouse. She oversees the Circulation and Bookmobile Departments. Circulation maintains patrons' accounts and assists them with navigating the collection. She orders materials for adult Fiction and media.

Circulation Shift Leads: Ashley, Elizabeth, Kay, and Marion were given a considerable shout-out for keeping the department running when Kerisa Shorhouse is not in the library. These employees also assist with re-cataloging projects. Elizabeth received congratulations for the Dickens Village Display in December, and Carolyn for the Valentines Display. The weekend staff, Leo, Andrea, and Bonnie, were highlighted for their commitment to working the weekends.

The Bookmobile has two staff who handle all schools, centers, and community stops. They have re-established the four community stops previously on the schedule and are working to scout more locations.

Kerisa Shorhouse has goals for her departments to have completed by the end of 2025. The weeding of the adult Fiction and media collections is fifty percent complete. Weeding involves removing non-circulation items, multiple copies, and well-loved items. If needed in the Bookmobile, these are moved to the Bookmobile Collection, and if not, they are sent to FOLA to be sold at the Book Nook.

The Spanish-language adult Fiction collection has moved to the adult Fiction area for visibility, and many more titles are being added. The Bookmobile staff has been at the forefront of this project. Circulation is working to clean up inactive accounts for more accurate record-keeping. Finally, she would like the Bookmobile to participate in the Summer Reading Program and have more programming options along its routes. The additional programming would require an increase in hours for the Bookmobile staff.

Amy Moore mentioned that Chattanooga Public Library uses discarded books and its laser-cutting machine to create items for fundraising efforts. Keisha will share this idea with FOLA and Shannon Bismark for a potential fundraising event in the future. Amy Moore also complimented the Circulation Desk for its friendly and welcoming demeanor.

Rebecca McIntire asked about Bookmobile's schedule. Kerisa Shorthouse responded that it operates on a 3-week rotation schedule, Monday - Friday. The Bookmobile uses the weekend to go to farmer's markets, festivals, and other events for outreach. Community stops are typically two hours long, while schools and senior centers tend to be shorter. Schools that use the Bookmobile as their primary library send all children out, and those stops can take multiple hours. Lastly, the Bookmobile has mobile hotspots available for their community stop patrons to check out, but it also serves as a hotspot. Vehicles can park near the Bookmobile and use the Wi-Fi while they are present.

Kerisa Shorthouse thanked the Library Board for their support.

The History Branch building repairs and upkeep project is still in the bidding process. Franklin Architects was asked to assess all the work and required maintenance the building would need in the future. They suggested a 'multi vista' scan, giving an in-depth building scan. Franklin Architects' services would cost \$28,734. This cost does not include the preparation of biddable documents, assistance with bidding, and construction administration.

Amy Moore submitted this repair and restoration at the History Branch project for the Healthy Communities Grant. Keisha Parks will meet with Bill Burch for guidance from previous work on the building.

Leon Shahan asked about the problems with the History Branch building. The problems were summarized as exterior rotting and roofing on the original house and addition, interior cracking, and exterior brick repointing. The current project seeks to repair all issues and provide a framework for preventive maintenance.

It was suggested that Engineer Chad Shores specializes in buildings of this type and might be helpful. It was also suggested to find out who is doing the work on Broad Street United Methodist and St. Luke's Episcopal Church buildings. The History Branch is on the National Registry, but the guidelines do not have to be met unless federal money is involved.

The landscaping at the main branch was discussed. The current vendor responsible for pruning shrubs and trimming trees recently damaged some shrubs by over-pruning them. To prevent this from happening again, we discussed choosing a new vendor. Foundation Board Members Carolyn Jackson and Amy Banks are working with Black Fox Nursery to replace the shrubs. Carolyn Jackson is generously donating the funds

for this work. It was suggested that Keisha Parks request that the current vendor dig up and remove the damaged shrubs because of their mistake.

### **Finance Report**

Keith Barrett reported that the operational expenses thus far were in good standing. Keisha Parks is working on the 2025-2026 fiscal year budget request. The personnel line is receiving the most attention. Part-time hourly staff need a wage increase to better align with state figures. An ask is being made to the funding bodies to increase this to \$13-\$14 an hour over three years. This pay increase would apply to the position and not the individual. In addition, Keisha Parks plans to request a 3.5% cost of living increase for all library employees, comparable to other City Employees.

### **Committee Reports**

All Committee Reports are included in the board packet. They are no longer read aloud at meetings but discussed if necessary.

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

### **Director Report**

Keisha Parks presented a Teen Policy for review. She has been working with the Youth Services Department and Board Member Leon Shahan to create a policy for the Teen Room and its programming. It has been a rule that ages 13 - 17 are granted access to Teen Programming and can 'hang' in the Teen Room.

Amy Moore questioned the age limit and suggested it be amended to 'through high school.' Keisha reported that there have been situations where parents are uncomfortable with 18-year-olds and 13-year-olds interacting in programs or spaces, so that is how the age limit was decided upon. Adult programming is open to ages 18 and up, but it was suggested that the gap be bridged by offering specific programming to attract the 'young adult.'

Keisha Parks is working to have a QR code on the Library's website that links to items needed by the staff that are not funded through the regular budget. This can include

items from Legos, craft supplies, and even high-quality security cameras. Community members might have these items and be willing to donate to the library.

Keisha asked the Board to continue developing the library's guiding principle, considering how the Library serves this Community. Amy Moore mentioned how this would be helpful when applying for grants, and they have already been working on key phrases that can be tailored to different requests.

Keisha Parks ended with a shout-out to Adult Programmer Kathy Davini. In her time with the Library, she has brought in more people and is making connections to continue that growth.

Respectfully submitted,  
Keisha Parks, Secretary