

Cleveland Bradley County Public Library

March 25, 2025

Board Meeting Minutes

PRESENT: Keith Barrett, Milan Blake, 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 Friends of the Library Association: Lynn Dunlap, Youth Services Librarian: Erica Tuggle, and Teen Librarian: Shannon Bismark.

Rebecca McIntire called the meeting to order. The Library Board minutes from February 2025 and the Committee Minutes from February and March were reviewed.

Keith Barrett made a motion to approve all sets of minutes. Vanessa Hammond seconded the motion. The motion passed unanimously, and the minutes were approved as submitted.

### **Regional Report**

Liz Schreck reported that the TOP Grant application window is currently open for Tennessee Libraries to receive funding to support digital literacy training. The E-Rate grant is due March 26th. The Board of Trustees training modules are being revamped, and the Annual Trustee Workshop will be held in Crossville in December of this year. Keisha Parks asked about access to the Title VI Training platform. Liz Schreck stated that the training consists of a video only this year.

### **FOLA Report**

Lynn Dunlap shared that the Mrs. Santa Tea in January 2025 was well attended and informative. FOLA will honor Library employees during National Library Week, April 6th - April 12th. The Book & Coffee program on April 11th will feature local Author Beau Burris and his book, "Traveller."

FOLA will host a small ceremony in April for those who purchased a memorial brick in the past two years. They will also host their semi-annual Secondhand Bling Jewelry sale in May. Donations are accepted year-round at the Circulation Desk. In May, FOLA will also host a tea party for all ages, themed around Anne of Green Gables.

## **Foundation Report**

Meg Campbell announced that the Foundation has been working with FOLA and Library employees to make a Summer Reading Program brochure. Every person who registers for the SRP will receive a copy. The Foundation will host a party on the porch in late May for its donors and lunch with local businesses as part of its Community Awareness project. The Foundation Board will be recruiting two new members, one of whom will serve as the new Treasurer.

## **Old Business**

Keisha Parks reported that the Foundation approved the Franklin Architects scan, which will be completed in April. The Library will own these scans and use them to build a priority list with budgeting guidelines.

## **New Business**

This month's 'Department Spotlight' is Youth Services Librarian and Department Head Erica Tuggle. She discussed the many things the Youth Services Department does and how it always looks for new programs and partnerships.

They have partnered with Room 2 Read for materials and funding for outreach. The materials will be books that handle more challenging subjects for children and will be distributed on 'Free Book Fridays' during the Summer. Erica Tuggle made the screening of "Free for All: Public Libraries" possible by partnering with Indie Lens Pop-Up and PBS. This documentary highlighting the importance of Public Libraries will include a panel discussion. The Board has been asked to make an appearance.

The Youth Services Department is comprised of Shannon Bismark, the Teen Librarian, and aides Jennifer Kring and Michael Phillips. Garden Storytime will resume now that Spring weather has arrived.

The Bradley County Public Education Foundation Memorandum of Understanding is set to expire in September of 2025. A meeting between BCPEF and the Library Board is being scheduled to discuss edits made to the new MOU.

## **Finance Report**

Milan Blake shared that Keisha Parks has been invited to attend the County budget meeting on April 10th, and that the Finance Committee from the Board should also

participate. Keith Barrett commended Keisha Parks on the thoroughness of the budget explanations.

### **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 relayed that one of the items requested through the TOP Grant is an outdoor charging stand for our Community to charge devices outside the Library, but there is no space for them to loiter. The Library is on the 2026 first-quarter list for Cleveland Utilities fiber service.

The Library Department Supervisors met in March for their bi-annual meeting. Phone protocols were discussed to better deal with inappropriate calls from the public. Staff have been instructed to hang up and record the phone number if such calls persist. Keisha Parks shared that peace over discord in the workplace is best for cultivating a positive working environment.

The library's Social Media channels will begin posting bi-weekly on the History Branch and its resources. Discussions about how the Library will participate in America's semiquincentennial (250th Anniversary) have also started.

The Tennessee Library Association conference will take place on April 9th and 10th at the Chattanooga Convention Center. Six employees will attend, representing the Administration, Circulation, History, Technical Processing, and Youth Services Departments. Library employees will also participate in the Junior Achievement bowling fundraiser on March 27th.

The board appointees who are ending this Fiscal Year were discussed. Amy Moore and Cheryl Dunson's terms will end June 30th, and two new appointees must be nominated.

One current Board member will need to assume the Board Chair position currently held by Amy Moore. One new board member will be appointed by the County Commission and one by the City Council.

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

Respectfully submitted,  
Keisha Parks, Secretary