

Cleveland Bradley County Public Library

May 27, 2025

Board Meeting Minutes

PRESENT: Keith Barrett, Milan Blake, Cheryl Dunson, Vanessa Hammond, Rebecca McIntire, Amy Moore, and 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, Administrative Assistant: Jill Barnett.

Amy Moore called the meeting to order. The Library Board minutes from March 2025 and the Committee Minutes from April and May were reviewed.

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

Regional Report

Liz Schreck shared that all Libraries in the region have access to the virtual reading challenge platform, Reads Squared. The Cleveland Bradley County Public Library is utilizing it for the upcoming Summer Reading Program. The last training offered by the region is quickly approaching and will cover free marketing and design tools. It is also time that all Library employees complete Title VI training required for federal funding.

The online Library Trustee modules need to be completed by June 30, 2025 and at least one Library Board member must be present at the workshop in September to help with the State Technology Grant. The Annual Service Agreement was given to Amy Moore for her signature and returned to Liz Schreck. Updates to the Public Library Standards were made to clarify certain terminology. This will only be shared virtually moving forward. .

Liz Schreck handed out Core Competencies Certifications and lapel pins for 4 employees that have recently completed the training. Handouts were given to the Library Board of the READS statistics, Library 'one-page' statistics, and a reminder for the Trustee Workshop in September

FOLA Report

Lynn Dunlap reported on the success of the Secondhand Bling Jewelry Sale and the selling out of the upcoming Anne of Green Gables Tea Party tickets. The Friends have been accepting donations of tea cups, saucers, and tea pots in droves and hopes this

event brings new people to the Library. Plans are in place to host another Old Christmas Tea in January and possibly another Spring tea with a Secret Garden theme. They will be giving water to attendees at the upcoming Summer Reading Program Kick-Off event. Jane Easterly is working with the Friends on a redesign of the Book Nook area.

Foundation Report

Meg Campbell was pleased to share in the success of the Party on the Porch fundraiser. Despite the weather, 110 people attended this event. At one point, all of the attendees were on the front porch of the Jarnigan House.

The Library staff, Foundation and Friends group created a newsletter to highlight all things Summer Reading. This was shared at the fundraiser and being mailed to certain sponsors. The Library is also giving them away to those that register for the Summer Reading Program. It can also be viewed on the Library's website in 'flipbook' format. There are plans to make a similar newsletter in the Fall and then two times each year after.

Upcoming projects include a matching campaign again this Fall. There is another donor willing to match all donations to the Foundation. More news is coming soon.

Old Business

Keisha Parks gave an update on the History Branch building project. Franklin Architects are working with the Multivista scan technician to prepare a report for the History Branch and Archives. The Library will own these scans and use them to create a maintenance plan with budgeting guidelines.

The Library Board reviewed the Computer Use and Collection Development Policies. Both of these policies must be approved annually. Leon Shahan made a motion to accept both policies. Keith Barrett seconded the motion.

New Business

This month's 'Department Spotlight' is Administrative Assistant: Jill Barnett. She began by outlining her years of service to the Library. Beginning in 2007 in Youth Services, she became the Volunteer/Adult Program Coordinator in 2015. She left in 2017 but was quickly back in 2020 working for the Circulation Department. From there she became

the morning Bookmobile driver and in July of 2023 gained full-time employment as the Administrative Assistant.

Jill Barnett has numerous duties in this role from paying bills to human resources tasks. She has tackled organizational projects, streamlined many procedures to be more time efficient, and taken over supervising of the Volunteer Coordinator.

Amy Moore announced this would be the last Library Board meeting with the current Board members. Scott Webb: Bradley County Schools Technology Director, will be taking Cheryl Dunson's County seat and Brittany Katz: Terra Running Club owner, will be taking Amy Moore's City seat.

Finance Report

Keither Barrett reported that with one month to go in the fiscal year the Library is looking good. Finance meetings with the County and City Manager went well and so far no issues with what has been requested were presented. Finalization to the budgets will not be announced until the last week of June.

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 excitedly shared that First Horizon Bank gave \$5,000 towards the Bookmobile and the Foundation for the Cleveland Bradley County Public Library graciously matched that grant, giving the Bookmobile a total of \$10,000 for programming. These funds will go a long way in supplying technology for on-the-go computer instruction, repairing the awning to allow more space for programming, and expanding on the storytime events they have already begun.

The Kick-off Party for the Summer Reading Program will be on June 13, 2025 for babies, tween, and adults. This will be the first year it is held on a Friday evening as

opposed to a Saturday afternoon. The Teen Kick-Off Party will be held separately on June 12, 2025.

Work is being done with Sundaes websites on the website to bring accessibility features. Keisha Parks is asking all Board members to review the website in its current state for what could be better. Long term plans would be to add an AI Assistant to the homepage to help guide visitors around the site.

Keisha Parks requested two dates in the future in which the Library would be closed to the public. The fifth Sunday in March 2026 will be closed for carpet cleaning and a Friday in March 2027 will be closed for inventory. Leon Shahan made a motion to approve the carpet cleaning Sunday. Keith Barrett seconded the motion. Rebecca McIntire made a motion to approve the Inventory closing in 2027 and continuing every three years. Cheryl Dunson seconded the motion. These closures will not interfere with Spring Break. The Library guarantees adequate announcements and signage indicating the extra closings so all patrons are alerted.

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