

Cleveland Bradley County Public Library

July 22, 2025

Board Meeting Minutes

PRESENT: Keith Barrett, Milan Blake, Vanessa Hammond, Brittany Katz, Rebecca McIntire, Leon Shahan, and Scott Webb.

Others attending: Director: Keisha Parks, Director of Ocoee River Regional Library: Liz Schreck, President of Friends of the Library Association: Lynn Dunlap, Social Media Coordinator: Arielle Williams.

Keith Barrett called the meeting to order. The Library Board minutes from May 2025 and the Committee Minutes from June & July were reviewed. The Board welcomed Brittany Katz; owner of Terra Running Company and Scott Webb; Bradley County School Instructional Technology Supervisor as new members.

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 shared about upcoming training for Library Directors and employees. She reminded the Board that at least one member needs to attend the Annual Trustee workshop in September. Many grant applications, surveys, Title VI compliancy and Board Appointees are due or were recently due. All staff are required to complete Title VI training as we receive federal funding through the Region.

The Tennessee Regional EBook and Audiobook Download System (READS) statistics were shared. These statistics show how many patrons are utilizing the digital resources available through the Region. Liz Schreck handed out Core Competencies Certifications and lapel pins for employees that have recently completed the training.

FOLA Report

Lynn Dunlap reported that the summer months have been slower for the Friends. Jane Easterly is still working with the Friends on a redesign of the Book Nook area.

The Book and Coffee program will start back in August with Connie Gatlin leading an exploration into Ann Pathett's writings. In September they will host Dr. Sean Hayden and October will bring back Dr. Joel Huffstetler. These are always held on the second Friday of the month in the History Branch Parlor Room.

Upcoming fundraisers for the Friends will be selling soft drinks and water at the Library's Latin Festival in September, and their Secondhand Bling Jewelry Sale happening in November.

Foundation Report

Meg Campbell was unable to attend the meeting. Keisha Parks shared that the Foundation will be receiving a grant from the Tucker Foundations to assist in the History Branch building project.

Old Business

Keith Barrett gave an update on the History Branch building project. The Library is still waiting to receive the long-term maintenance plan that Franklin Architects is preparing. This plan will be used as a roadmap to better inform the Library's funding bodies of the needs of the historic buildings that make our Library unique.

The Library Board reviewed all Employee & Patron Policies for the Library. Rebecca McIntire requested clarification on the permission slips filled-in by parents of Teens attending the after hours programming held at the Library. Keisha Parks described that it ensures transparency on expectations of teens and their parents when they attend after hours programming.

Rebecca McIntire made a motion to approve all policies. Scott Webb seconded the motion. The motion passed unanimously, and the policies will go into effect July 23, 2025.

Milan Blake asked about a History Branch project that was put to the sideline some time ago. There was discussion about archival storage shelves being needed and how to fund that project. Plans are being made to meet with the Rotary Foundation to discuss getting this project underway.

New Business

It's the time of year when Board members are taking on new roles. Keith Barrett will now be the Board Chair and Leon Shahan is taking over as Board Treasurer. Vanessa Hammond made a motion to approve the Board Chair and Board Treasurer appointees. Leon Shahan and Scott Webb seconded the motion.

Leon Shahan also made a motion to approve new account signers with our financial institution. Brittany Katz seconded the motion. The motion passed unanimously. Keith Barrett, Leon Shahan and Rebecca McIntire will all be able to sign the Library's financial documents

This month's 'Department Spotlight' is Social Media Coordinator: Arielle Williams. She has worked for the Library for over 16 years in multiple departments. Currently she handles everything related to the Library's social channels, monthly patron newsletter, and the Library Corner in the Cleveland Daily Banner.

She coordinates with all departments, FOLA, and the Library Foundation to provide quality graphic design that aligns with the Library's vision. These can be anything from programs and events to the resources offered to the Community. Arielle Williams acts as the moderator on all social channels, answering patron questions and helping smooth things out in the comments section.

Finance Report

Leon Shahan reported that this next Fiscal Year's projections versus expenditures are looking good. The Library received an increase from our funding bodies and all employees were given a raise that took effect in July's payroll.

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 shared that any Library Board communication falls under the Open Records Request. The Library will now provide a clevelandlibrary.org email account to all Board members to conduct their Library business with.

A recent complaint about a memorial brick was discussed. The Friends of the Library Association sells memorial bricks to the public and these have not had an approval process. The Friends group will discuss adding an approval process and possibly changing the memorial brick sign at their next meeting. The complaint has been passed along to the City and County Attorneys for now.

As Keisha Parks has been reviewing standards for Public Libraries in Tennessee, she noticed some plans that have not been reviewed by the Library Board. One of these is the Technology Plan, which is to be reviewed annually. This will be updated before the September Board meeting so they can review and approve it.

Keisha Parks requested approval from the Board to remove a large shrub that is blocking the Library sign on the corner of 8th and Church street. It has become quite overgrown and key information is going unseen on the sign. It was also requested that the Library bike rack and 3 shrubs be moved to allow space for a solar charging station. Funding for this is provided by the TOP Grant but Board approval is needed for the installation.

Rebecca McIntire made a motion to move the bike rack and shrubs for the purpose of installing a solar charging station. Scott Webb seconded the motion. The motion passed unanimously.

Keisha Parks mentioned that it is time for the Director's Annual Review and the Library Board will need to come up with a method for completing it. Sign-up sheets for the City Council and County Commission meetings made their way around to all members.

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

Respectfully submitted,
Keisha Parks, Secretary