

Cleveland Bradley County Public Library

October 1, 2025

Board Meeting Minutes

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

Others attending: Director: Keisha Parks, Director of Ocoee River Regional Library: Liz Schreck, and President of Friends of the Library Association: Lynn Dunlap.

Keith Barrett called the meeting to order. The Library Board minutes from July 2025 and the Committee Minutes from July and August were reviewed.

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 encouraged the newer Board members to complete the online Trustee certification program and to sign up for an orientation with her and the Region. Liz Schreck can do the orientation in-person or online and promises to make it clear and quick. The orientation will help explain the Regions' role at our Library. The Library Director will work with Liz Schreck on scheduling a time for this to happen.

Liz Schreck had the Tennessee READS stats to share along with the support rankings for Public Libraries by County. Bradley County ranks 39th in income per capita and 42nd in appropriation per capita. These rankings are based on 95 Counties: their population, income per capita, and local funding appropriations.

### **FOLA Report**

Lynn Dunlap shared the positive outcomes of the Latino Festival and while they didn't make much selling soda's, the Library was introduced to tons of people and the local Latin Radio Station gave FOLA a shoutout.

Lynn Dunlap advertised the next Book & Coffee event has been moved to the Community Room on October 17th and 10:00 am. Dr. Joel Huffstetler will be reviewing and he always brings in a crowd too big for the History Branch.

Behind the scenes work has begun for the cosmetic changes being made to the Book Nook. Pricing on shelving and flooring is being compiled. The Library Director will be

working with FOLA to provide a temporary space to sell items while the work is being completed.

The Secondhand Bling sale will be happening in November. Donations are being accepted year-round at the Circulation Desk. Donna Miller and Lynn Dunlap will be representing FOLA at the Annual Friends of Tennessee Libraries Conference in October.

### **Foundation Report**

Lynn Dunlap reported for the Foundation. Work is being done for the Fall Newsletter that should be delivered the first week of October. A Holiday fundraiser will be happening in December.

The Foundation is seeking two new Board members to join them as they are welcoming one new member, Adam Osborne. They are working on having Burns Ornamental create railings for the Janirgan House Porch and replacing the boxwoods that used to be at the entrance to the Library.

### **Old Business**

The Bradley County Public Education Foundation (BCPEF), Memorandum of Understanding (MOU) was reviewed and discussed. The MOU has been worked on by the Library Director, previous Library Board members, and current BCPEF Board members. Previously there was a \$1.00 fee paid to the Library annually for use of the space and utility contributions of \$3,600 annually. Reasoning was provided as to why the BCPEF should have a shared occupancy cost for other costs incurred by their organization: such as security and maintenance of common areas.

Brittany Katz posed the question, "Why not charge the Foundation a rental fee?" Rebecca McIntire shared how the Johnston Foundation renovated the upstairs of the History Branch with the intention of the BCPEF making it their home. The Library Board recommends the BCPEF pay the Library \$6,000 annually for the next 3 year term, which is the length of the new MOU.

Brittany Katz made a motion to approve the increased fee to \$6,000 annually. Leon Shahan seconded the motion. The motion passed with one opposed.

Keisha Parks gave an update on the construction projects happening at the Library. The Carmichael House Porch work has been going on for months and they have discovered severe decay in the ceiling, causing the proposed amount to increase. Franklin Architects will be completing a walk-through of the History Branch on October 9th. After that visit they will have the plan we were promised.

### **New Business**

Keisha Parks proposed an amendment to the full-time staff policies and a lengthy discussion ensued. More research will be done by Board members and will be discussed at the next Board meeting.

Keisha Parks shared that the Youth Services Librarian recently left her position but her replacement came from within the department. Jennifer Kring will take on that role and be looking to find her replacement. The new Youth Services Aide will need a background in science to better assist in the STEM programming the Library does.

The Youth Services department will be experiencing maternity leave in 2026. A volunteer will be joining the team to assist while this staff person is away. The volunteer is in school to become a Librarian now so it will be a wonderful learning opportunity for them.

### **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
- Finance
- Human Resources & Operations
- Technology
- Public Relations
- History Branch

### **Director Report**

Keisha Parks informed the Board of a team member passing away. The Library lost Bonnie Lind on September 13 and installed a temporary memorial plant in the front

display area. Due to this loss and other separations, the Circulation Department has hired two new employees.

The self-checkout kiosks are being replaced with brand new equipment. This process will be completed by the first week of October. After this project is done, work will begin on the security cameras and outdoor charging stations.

Respectfully submitted,  
Keisha Parks, Secretary