

Library Board Meeting 3.24.2026



Attendees

Board Member Present: Keith Barrett, 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 the Foundation for the Cleveland Bradley County Public Library: Meg Campbell, President of Friends of the Library Association: Lynn Dunlap and Architect from Franklin Architects: Hank Wilson.

Minutes

- Approval of minutes and reports
 - Motion to approve was made by Vanessa Hammoond and seconded by Scott Webb.
 - Vote taken; all in favor; minutes approved.
- Vending Machine Area Feedback
 - The vending machine area installation is perceived positively and is being used. Initial skepticism acknowledged; outcome viewed favorably. Continue monitoring performance of the vending solution.
- Formation of a Subcommittee for Additional Building Options for Craigmiles House and Hardwick
 - A subcommittee will explore repair options and next steps; potential involvement of Steve Robinson for guidance.
 - Keith Barrett will reach out to form the subcommittee and define deliverables.
- Financial Status, Budgeting, and Use of Fund Balance
 - Financials tracking slightly favorable (spending below, revenues above plan).
 - FY 2026–2027 budget included; increases reflect rising costs despite economizing.
 - Discussions with the City on using fund balance for building repairs; both City and County supportive in principle.
 - Blend Foundation and Library funds to address urgent roof/tower repairs while pursuing external funds.
- Director Evaluation and Goal Setting
 - Aggregated evaluation score around 4.45; some items unrated by certain members.
 - Measurable and objective goals due in May from the Director for ongoing evaluation.

Library Board Meeting 3.24.2026



- Region Update
 - Leadership session “Voices of Change and Charting the Course” final session scheduled; policy workshop by Jennifer Brewer offered in-person and virtually. Trustee Certification Program certificates issued.
- Friends Update
 - Book Nook profits of \$8,150 YTD; donations to multiple programming areas and an employee committee. Plan to add storefront shelving with lockable/glass doors to display valuable items; aim to start an online store with an intern in June.
- Foundation Update
 - Three new board members added; Working with an external group on a (spring and late summer) newsletter; Recent meeting on building needs with input from construction-experienced members. Planning a two-year fundraising campaign targeting approximately \$1 million for long-term repair and maintenance reserves; coordinate with grants and municipal funds.
- Board Vacancies and Nominating Process
 - Term updates: Milan Blake rotating off; Vanessa Hammond to be asked to serve a second term. Nominating committee is ad hoc, appointed in May; officers elected at the first meeting of the fiscal year (July–June).
 - Current plan: current officers to serve as nominating committee; consider a County commissioner candidate and others; comply with state law on elected officials. Keith Barrett to appoint a committee in May; proceed with candidate outreach and required City/County approvals for July onboarding.
- Directors Report
 - Solar charging station scheduled for delivery Thursday; pole-style unit near the bike rack due to space limitations; viewing access noted.
 - Switch to Cleveland Utilities for internet/Wi-Fi to obtain discounts and free access points; expect wider range and quality improvements;
 - Vacancy at the History Branch requires genealogy expertise; targeted recruitment in progress.
 - Americorp VISTA Placement with United Way, Ashley starting May 1 with focus on technology, onboarding landing pages, and potential e-commerce support.
 - Carpet work scheduled for Sunday March 29. Staff meeting/day planned for August 14; at least 46 attendees.
 - Tree giveaway signups at 291; tentative delivery around April 20; Master Gardeners partnership: garden helper roles or “garden host” role pending; site not approved as a full project site, but specific roles can count for volunteer hours.