

**Memorandum**

**Lawrence County Public Library**  
519 East Gaines Street  
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931-762-4627  
[tnewton@lawcotn.org](mailto:tnewton@lawcotn.org)

**To: Library Board of Trustees**  
**CC: Marion Bryant & Anne Osborne**  
**From: Teresa Newton**  
**Date: June 25, 2024**  
**Re: Meeting of the Board**

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The Board of Trustees will meet on Tuesday, July 2 , 2024. The meeting will begin at 5:00 p.m. The following agenda will be addressed:

**Call to Order**

**Public Comments**

**Approve the Minutes of the May 2024 meeting**

**Old Business:**

**Budget updates/spending freeze**

**New Business:**

**Update board contact information**

**Review/revise the Collection Development Policy**

**Review/revise the Internet Safety Policy**

**Review most recent financial report**

**Reports:**

**Local Library—Teresa Newton**

**Regional Library—Marion Bryant/Anne Osborne**

**Adjourn**

If you will not be able to attend this meeting, please let me know. The phone number is 762-4627 or 766-0303 or [tnewton@lawcotn.org](mailto:tnewton@lawcotn.org).

**Minutes of the Lawrence County Public Board of Trustees  
Meeting  
May 7, 2024**

Board Members Present: Lucas Hunt, Chairman, Judy Heffington, Secretary, Mignon Beard, Jane Jennings, and Kaye Skillington.

Library Staff Present: Director Teresa Newton

Regional Library Present: Marion Bryant

Lucas called the meeting to order and asked for public comments. No public comments were made. A motion was made to approve and second the minutes of the March meeting. The motion passed.

### **Agenda Topics:**

#### **Old Business**

- Teresa reported all county departments were notified of a spending freeze effective April 15. Emergency purchases and necessary operating expenses are allowed. The budget director, Brandi Williams, said there were no questions about requests from the library. Purchases for paper products, toner and application cards were made and there is still money in our budget. Brandi added that county wide there are purchase orders unpaid and needing explanations.

#### **New Business**

- The Public Library Service Agreement remains the same as it was for 2023. Lucas signed the agreement with everything continuing as in 2023 at the Regional level.
- After much research on non-residents borrower rules, Teresa reported libraries in neighboring areas had limited the cards to 1 adult card in the household with the limit of 3-5 items checked out. Another limit is for online usage only. The proposed policy was approved with one change. The 1-year expiration was changed to 3 months expiration. The motion was made to approve rules as stated and seconded.
- The financial report included approval to use Gladish money to purchase computers for public usage, but not for staff use. The computers have been ordered.

#### **Local Report**

- Nancy Brewer looking into grant money for upgrades to the library computer network which would include new cabling and network equipment such as routers, switches, etc.

- Part time library staffer Jessica Sudduth resigned and the opening will be advertised soon.
- Teresa completed spending all state and federal funds available through the regional library. Items include books that tie into the summer reading program theme as well as DVD recordings of PBS television shows. Some monies were used to add to the Overdrive Advantage plan to purchase items for READS.
- Teresa added that 683 new items have in purchased in the last 2 months as well as the process of weeding 783 items. Replenishing continues.
- Bailey and Holly have finalized plans for the summer programs. The Friends group furnished money for supplies, decorations and prizes. The theme is Adventure Begins at the Library and will be offered at Lawrenceburg on Thursday mornings and Loretto on Tuesday mornings.
- Marie received the grant for the National Girls Collaborative Project offering 4 science-based programs in July, 3 for 12 year old girls and the final program open to all.
- The quilt show was very popular with 66 items displayed.
- Local writer Bobby Evers visited the library April 22 with some new stories and reported he is writing a third book about his mother. He was invited back when the book is finished.
- Former board member Jeanette Held's family want to make a donation in her memory. The family suggested using the \$750 - \$1,000 for offering writing classes and art classes. Board members suggested local teachers for the classes.
- Lucas attended the TNLA conference along with members of the full-time staff and branch manager. They all reported an enjoyable day. Sessions included avoiding burn out, storytime programs, readers advisory services and materials for children with disabilities. The group also enjoyed seeing the exhibits of new books and library equipment.

## **Regional Report**

- Marion Bryant explained the grants received by two local libraries which were \$1.6 million in Lewis County and \$2.1 million for Maury County. She further reported that

Ardmore is making upgrades and Hickman County plans to do an addition. Available funds have increased from TSLA to \$200,000.

- A new service entitled MentorTN is available to library staff member and provides a virtual platform to connect with library peers in TN and New Jersey.
- Teresa informed the group of a webinar entitled "Don't I Have the Right to Not be Offended?" Offered from the Niche Academy.
- The library will be closed for Memorial Day and Juneteenth. The next meeting will be July. Adjournment followed.