

**Minutes off the Lawrence County Public Library Board of
Trustees Meeting
March 4, 2025**

Board Members Present: Lucas Hunt, Chairman, Judy Heffington, Secretary, Brent McKamey, Nancy Brewer, Jane Jennings and Kaye Skillington.

Library Staff Present: Director Marie Brennan, Assistant Director Bailey

Regional Library Staff Present: Marion Bryant

Lucas called the meeting to order and asked for public comments. No public comments were made. A motion was made to accept the minutes of the January meeting. Motion made, seconded and the minutes were approved.

Agenda Topics:

Old Business:

- Kaye Skillington reported that County Commissioner Rick Skillington is making contacts with fellow commissioners on work to be done on the library's parking lot.
- Lucas read a thank you note from former director Teresa for her retirement gift and the board's contributions over the years

New Business:

- Financial report was reviewed.
- The budget deadline is March 24 and a meeting will be set up by the budget committee to address changes.
- The new director is former Assistant Director Marie Brennan replacing Teresa Newton who retired at the end of 2024.

Local Report:

- Marie discussed the budget and said \$18,000 is in the Gladish Trust available to use. She will request \$15,000 for Hoopla.

- Three new employees have been hired, two part time and 1 full time to replace Bailey who is now Assistant Director. The workroom has been reorganized to make space for desks for all workers.
- The TOP Grant is in the process of being finalized. Two additional estimates must be submitted before a selection is made by June.
- Holly organized a Scavenger Hunt and Dr. Seuss celebration and both were successful events.
- Tech Talk had American Job Center to help participants write their resumes. Two more tech events will be upcoming in March and May.
- Teresa and Bailey both held their individual book club meetings recently.
- Adult Coloring and Adult Craft are programs being continued with good participation.
- Anna had a program on Civil War - Lawrence County Units. Three more episodes will be coming up.
- Marie gave a presentation to the Chamber's Leadership Class and was invited to be a Chamber Ambassador which she agreed to do which will entail going to ribbon cuttings and networking in the community.
- Marie reported a new business in town called Reading Through Play and she made contact with them giving out bookmarks and let the owner know the library is ready to assist them.
- New changes will be made in the Marketing area including sponsoring the Loretto newsletter, radio interviews, and a Crockett Cinema commercial
- Two new line items will be added to the Budget which are Advertising and Additional Office Supplies.
- Atrium is being purchased to upgrade the patron's interface with OPAC. Many additions to the present system will be available.
- DEMCO has been contacted about furniture purchases.

- TN PLMI (Public Library Management Institute) has been contacted with more information coming about new applications.
- The meeting room policy distributed by Marie was approved by all the board members present.
- A budget increase of \$10,000 was passed with a board majority vote.

Regional Report

Marion reported on the following:

- Trustee orientation is available to new trustees and 30 to 45-minutes and is in “read only” format.
- The Trustee workshop will be held again at the Brentwood Library September 10. A guide for Parliamentary Procedure was given to the board member highlighting practices for small boards.

Meeting Adjourned

Minutes of Library Board of Trustees Special Session

On March 24, 2025, the board members met in special session to approve a new Budget Proposal for 2025-2026.

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

Library Staff Present: Marie Brennan, Director and Bailey Clayton, Assistant Director.

Lucas called the meeting to order and asked for public comments. No public comments were made.

Marie informed the board of the following costs needed to add to the budget.

- The vacant lot next door to the library has been approved for purchase by the City and County Commission. The cost will be shared with each group contributing \$40,000.
- New costs have arisen since the last board meeting. The first expense will be for site survey followed by an architect's fees. (\$3000 and \$7000 equaling \$10,000)
- A new employee has been hired replacing one who has been terminated which will add \$3,000.
- The new proposed amount the budget would be increased is \$22,950.
- It was then suggested we allow for \$15,000 as opposed to \$10,000 for the cost of an architect and surveyor. Brief discussion followed.
- Nancy made a motion to increase the amount from \$10,000 for architect and survey to \$15,000 which was seconded and passed.
- A motion was made to increase the 2025-2026 total budget by \$27,950. That motion was seconded and approved.

In other business, Lucas announced he would contact Andy Augustine, a former board member and chairman, about redesigning the library with help from brother Doug Augustine.

Marie informed us Atrium is now available which is an upgrade to the library's present system. The app is Librista for patrons.

It was announced the yearly donation to the library by the City Commission is roughly \$75,000.

Minutes of Library Board of Trustees Special Session

The regular board meeting will be on May 6.

Meeting Adjourned