

Memorandum

Lawrence County Public Library
519 East Gaines Street
Lawrenceburg, TN 38464
931-762-4627
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To: Library Board of Trustees
CC: Marion Bryant & Anne Osborne
From: Teresa Newton
Date: August 26, 2024
Re: Meeting of the Board

The Board of Trustees will meet on **Tuesday, September 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 July 2024 meeting

Old Business:

Budget for FY 2024/25

New Business:

Election of officers

Review most recent financial report

Search for new director

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.

Minutes of the Lawrence County Public Board of Trustees Meeting July 2, 2024

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

Library Staff Present: Director Teresa Newton, Assistant Director Marie Brennan

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 and carried to approve the minutes as mailed.

Agenda Topics:

Old Business

- The budget is complete; however no copy was available for trustees. Teresa reported a 3% salary increase change from last year while all other items remained the same.
- Teresa asked the board to refer to the Materials Selection Policy. One change was reported and approved.
- The Internet Safety Policy was reviewed and one change was made which was voted on and approved.
- Teresa has ordered book processing materials.
- No advertisement has been announced for a part time staffer due to the spending freeze but Teresa is planning to do so soon.
- Nancy announced a new phone system will be replacing the old one.

New Business

- The Library board contact information sheet has been updated but still a couple of changes have to be made.
- Marion reported the population of Lawrence County is 46,114 according to the federal government.
- Teresa announced she will be retiring as of December, 2024 while assuring the group she will still be available for helping part time.

- Marion gave guidelines for a replacement director. The new hire will need library experience as well as supervisory experience. Other suggestions include finding out how much the county will pay which cannot be a reduction from the present salary. The announcement for the opening should contain a range of pay and interviews must be public as well as committee meetings.
Marion will be sending job descriptions from other libraries for the board to consider.

Local Report

- Nancy applied for the Broad Band Ready Communities Grant. The library will receive five new public computers with one going to Loretto. In addition, \$20,000 will go toward cabling.
- Teresa announced 779 new items have been added to the library since May and 150 DVDs have been weeded.
- The Summer Reading program was a success again this year, thanks to the preparation of staffers Bailey and Holly. Many library cards have been issued during the summer program. The Science Guy is coming for the final party at the end of the program with Loretto.
- Teresa's Last Thursday Book Group has grown to 20 members while the No Pressure Book Group remains small. The Coloring with Friends has increased their numbers as well this summer.
- Marie reported on the grant for the NASA space program taking place in July. It will meet every Tuesday for 4 weeks for 12-18 year old girls and boys. Two Marshall Space engineers from Huntsville, AL will take part during the last week of the program.
- Teresa announced a staff development day in August. Several topics will be covered.

Regional Report

- Marion announced a regional training plan has not been approved and that computers and email services are being updated.
- Brentwood and Columbia have hired new directors. Both positions were advertised nationally as well as locally.

Meeting was adjourned.

Submitted by Judy Heffington, Secretary