

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: February 27, 2024
Re: Meeting of the Board

The Board of Trustees will meet on Tuesday, March 5, 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 January 2024 meeting

Old Business:

Gladish Trust purchases

New Business:

Budget proposal

Review/revise the Internal Controls Policy

Review most recent financial report

Reports:

Local Library—Teresa Newton

Regional Library—Marion Bryant

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 Library Board of Trustees Meeting January 2, 2024

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

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

Regional Library Present: Anne Osborne

Lucas called the meeting to order and asked for public comments followed by approval of minutes from the November meeting. Minutes were approved and seconded and no public comments were made.

Old Business

- The building inspection report was the first item. Nancy reported the Loretto library was fine and suggested that a sign on the street for directions to the library would be a helpful addition. Nancy offered to check on getting the sign and possibly getting one for the Lawrenceburg library.
- Mignon reported on the Lawrenceburg library and everything looked fine. She added that she called the Chamber of Commerce and found out that funds for a sign are not available.

New Business

- Review current financial reports
- Gladish funds purchases

Local Report

- Teresa began with the Gladish Trust purchases. According to Charlie Holt, we have to spend \$25,000. Five public computers and 3 monitors need replacing at a cost of \$5,400. An additional \$12,000 will go to Hoopla and funds will be used for overdrive for READS.
- Standing orders for large print books were renewed using Roberta Cathey estate funds at a cost of \$4,718.
- Charlie Holt and Teresa discussed using Gladish Trust funds to upgrade the network cables in the library at approximately \$25,000. He will check on grant money to pay for a portion of the cost. Nancy offered she would check on a \$5,000 grant from Loretto Telephone.
- Marie reported that Hoopla can be an app and patrons can get 15 items per month. Monthly costs range from \$970 to \$1,100 paid by the library. Audiobooks, music,

ebooks, music and graphic novels are included. Monthly usage varied from 196-526 items in 2023. The number of patrons using Hoopla will be reported at the next meeting.

- The weeding process continues with staff members in Lawrenceburg and Loretto using the CREW method of weeding to determine which items need to be discarded. Age, condition and usage statistics are determinants. Memorial books pose a problem while weeding according to Teresa. Purged also are library cards which have not been used in 5 years.
- Library Assistant Pam Thornton fell at work but was not seriously injured. Workman's Comp issues were handled by County Safety Officer Angie Jacobs. The ramp has been replaced that was the cause of the accident.
- Teresa reported the cleaning crew found a bag of suspected meth on the premises. Police were called for investigation and nothing suspicious was seen on the security cameras.
- Announcements will be made in the local newspapers regarding Christmas cards made and distributed by the Coloring with Friends group and the Adult Craft program.
- Another issue Teresa told the board was regarding the topic of loneliness and that which will be addressed with programs to be offered.
- Friends of the Library meet on January 12 to make plans for the February book sale.

Regional Report

- Anne suggested the e-rate could be a way to upgrade the needed cables for the library.
- The TLA conference is scheduled for April 2-4 in Nashville at Cool Springs Marriott. Board members are encouraged to attend.

Meeting was adjourned.

Submitted by Judy Heffington, Secretary