

Lawrence County Public Library Board of Trustees Meeting Minutes

Date: July 1, 2025

Time: 5:00pm

Location: Lawrence County Public Library

Chairperson: Lucas Hunt

Recorder/Minute Taker: Nancy Brewer/Bailey Clayton

1. Call to Order

The meeting was called to order at 5:00pm by Marie Brennan and Jane Jennings.

2. Roll Call

Present:

- Lucas Hunt, Chairperson
- Nancy Brewer, Board Member
- Kay Skillington, Board Member
- Mignon Beard, Board Member
- Jane Jennings, Board Member
- Marion Bryant, Regional Library
- Marie Brennan, Library Director
- Bailey Clayton, Assistant Director

Absent:

- Brent McKamey, Vice Chairperson (with notice)
- Dustin Robertson, New Board Member (without notice)

3. Approval of Agenda

The agenda was approved as presented.

4. Approval of Previous Minutes

The minutes from the meeting held on May 6, 2025 were approved.

5. Old Business

Budget Committee/ County Budget Status: Budget has been approved.

New Board Member Introduction: new board member, Dustin Robertson, was not present at meeting.

Develop a Mission Statement: Nancy Brewer revised a suggested mission statement and came up with “The Lawrence County Public Library is focused on lifelong learning: sparking curiosity, expanding horizons, and promoting professional development.” A motion to approve this as the library’s mission statement. Moved by Nancy Brewer, seconded by Mignon Beard. Motion carried unanimously.

6. New Business

Review most recent financial report: no changes were made to the report.

New Library Card Guideline Change: giving patrons their library card the day they sign up rather than mail. Did not have to be approved by board as it is not a policy but wanted to keep them updated.

Inter-library Loan Policy:

Motion to approve the policy to offer inter-library loan.

Moved by Nancy Brewer, seconded by Kay Skillington. Motion carried unanimously.

Inclement Weather and Emergency Conditions Policy:

Motion to approve the policy on the procedures for inclement weather or emergency conditions.

Moved by Lucas Hunt, seconded by Jane Jennings. Motion carried unanimously.

Election of New Board Officers:

Motion to elect Lucas Hunt as the board Chairperson.

Moved by Mignon Beard, seconded by Jane Jennings. Motion carried unanimously.

Motion to elect Brent McKamey as the board Vice Chairperson.

Moved by Mignon Beard, seconded by Kay Skillington. Motion carried unanimously.

Motion to elect Nancy Brewer [with Bailey Clayton, Assistant Director] as the board Secretary

Moved by Kay Skillington, seconded by Mignon Beard. Motion carried unanimously

7. Reports

a. Director's Report:

Update on new employees. All are working out well and have passed their 90-day probation periods. They are now being paid the amount agreed upon at the beginning.

Alert 360 Alarm System: should we get it repaired or get a whole new alarm system. Board agreed for Marie to look into getting a new system for the library.

Microfilm Scanning: Kevin Wright with the Tennessee Valley Media would like to scan the library's microfilm to have digital copies. Board agreed that it was okay as long as he got the proper permission to do so.

Programs:

Summer Reading has been successful so far. Averaging 55 kids at Lawrenceburg and 25 at Loretto. There are only 2 weeks left.

Community Baby Shower: Marie and Taryn along with Mignon and Thalia Young went to the Community Baby Shower sponsored by the TN Department of Health and the Lawrence County Health Department. 55 families were given books and fliers about the Imagination Library program.

Adult Craft: Holly and Taryn have started the adult craft back up. The first craft was a success and the participants signed up for the next one

Red Cross: The Red Cross along with the library hosted a CPR class. It was successful with 13 participates. The Red Cross is hoping to host a disaster preparedness class at the library in the future.

Commissioners Coffee: The library hosted a coffee for the commissioners and city/ county officials to inform them of what all the library has to offer.

Book Worms: Mariam, a newer employee, started a new book club. It was very successful with 21 people in attendance.

Art Rail: The Friends of the Library have purchased an art rail for the YA section. It will allow artists and patrons to showcase their art.

New Projector and Screen: The Rotary Club donated \$1500 for the library to purchase a new projector. Anna and Marie received Amazon gift cards for the NASA program they did that helped purchase a new, bigger screen. The county maintenance department helped install both.

What's Coming Up

Teen Program: July 10th and July 21st at 2:00pm a local artist and educator, Cassandra Barry-Lauman is coming to teach teens how to make paint. She will also teach a class on how to make holograms with their cellphones.

Debbie and the Dog: July 17th at 10:00am: Debbie, a volunteer, is bringing a dog and reading to kids on how to care for dogs.

Author Meet and Greet: July 26th from 10:00am- 12:00pm. The library will have 15 authors and illustrators set up to talk with patrons about publishing, writing, and more.

Speaker Series: The library is starting a fall speaker series. Shelton Barnett and Ryan Egly are currently signed up. Dates are August 28th, Sept. 25th, October 23rd, and Nov. 13.

Newsbank: The library has been having trouble getting some newspapers and trouble with others being delivered on time. The library would like to purchase a subscription to Newsbank to allow patrons to sign up with their library card to access newspapers local and worldwide.

b. Financial Report:

Budget Report: during the budget process all county department budgets were submitted, the Budget committee asked all departments to cut 5% of their requested budgets. For the library that would be about \$25,000. Fortunately, the county has Maintenance of Effort with the library, so cannot reduce funding below a certain amount.. The Budget Director ran the numbers and the library only had to cut \$4886 because of the MOE. The Budget passed.

Grants

2025 Top Grant: all the cable installation is complete. We had extra money so we purchased the same equipment to be done at the Loretto Branch. We are waiting for one more part at which the State IT will then be able to come and install it. Patron WIFI now reaches the whole library. We have noticed a big difference in speed and reliability. Cloud 9 Fiber were the installers and now our internet provider.

BRC Grant: Nancy submitted. We will be purchasing 5 new desktop computers; 5 monitors and a program call Reboot/Restore for the patron computers. This program reboots the computer and deletes any files/history when a patron logs off. It ensured privacy for our patrons.

2026 Tech Grant: Application has been submitted. The plan is to purchase 5 laptops, 5 tablets, 2 docking stations, and a AWE children's computer for programming and reading newspapers.

c. Regional Library Reports:

Marion reported on these topics

Continuing Education/Training: training hours for all library staff have started for the new year.

Trustee Certification Program: Learn more about your responsibilities as a library trustee.

Trustee Workshop: there will be a workshop for all trustees in September.

8. Public Comment

"No public comments."

9. Adjournment

The meeting was adjourned at 6:30pm.

Next meeting scheduled for: September 2, 2025

Submitted by Nancy Brewer, Secretary and Bailey Clayton, Assistant Director.