

Memorandum

Lawrence County Public Library
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To: Library Board of Trustees
CC: Marion Bryant & Anne Osborne
From: Teresa Newton
Date: October 30, 2023
Re: Meeting of the Board

The Board of Trustees will meet on Tuesday, November 7, 2023. The meeting will be held at the Loretto Branch Library and will begin at 5:00 p.m. If you are interested in carpooling to Loretto, remember that you have contact information for your fellow trustees. The following agenda will be addressed:

Call to Order

Approve the Minutes of the September 2023 meeting

Old Business:

Budget for FY 2023/2024
Review/update Internet Use policies

New Business:

Elect a vice-chair
Appoint committee to inspect each library location
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 September 5, 2023

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: Anne Osborne. Assistant Director

Lucas called the meeting to order at 5 p.m.

Motion was made to approve minutes of July 11, 2023 meeting and passed.

Agenda Topics:

Old Business:

Teresa began with news that the budget for 2023/2024 has passed and been certified by the comptroller's office.

In addition, \$30,000 of Gladdish money is available to spend of which \$10,000 will go to Hoopla. A portion will go to READS. Some of the funds will be used to purchase computers for public access. Money for Story Walk is still in question due to needing concrete poured for the walk and story boards to complete it.

Teresa also reported the Inter-library loan service has been restored.

Lucas focused on Tennessee Open Meetings Law. He said a questionnaire will be distributed to patrons and should have something ready for the next meeting.

The agenda for Board meetings will be posted to the Library webpage one week ahead. Any public comments will be limited to 5 minutes and must be germane to the agenda.

Anne will send information about putting information on the agenda to the board members.

The election of officers will be addressed at the November meeting.

New Business:

- The board by-laws were reviewed and approved for the coming year.

- Materials Selection Policy was reviewed by Teresa and Marion Bryant. After discussing the document, the board approved its passage.

Local Report:

A large tree split and fell on the Loretto Branch Library recently. The City of Loretto (which owns the building) has worked with their insurance company and hired Brad Slater Construction to make the repairs. The work is nearing completion.

Teresa reported on the Used Book Sale. Friends of the Library will be setting up for the sale on September 8 and volunteers from the board will be helpful. The sale will be for 2 weeks beginning Saturday, September 9. The funds from the sale by the Friends group will go purchase supplies for library summer programs and craft program supplies. Teresa also reported there have been many donations for this sale.

Bobby Evers, a local author, gave a reading recently from his two books. The event was very successful. Plans are for him to repeat his visitation at night during the upcoming holidays. By then, he hopes to have an audio version available. Mr. Evers and Krissy Webb, another local author, will have an Oktoberfest visit at the Loretto Branch Library on October 14.

Regional Report:

Anne discussed E-Rate Category 2 which was virtual on September 5. A sum of \$25,000 is available for internal connection to the internet. Teresa discussed the limited access the library has at this time.

A Trustee Workshop will be held September 12 and 4 board members plan to attend. It will be at the John P. Holt Brentwood Library.

Anne reminded those who have not completed the Trustee Certification program that there is a one-year limit on completing it.

Darlene Young, former assistant director at the Marshall County Library has been selected as the new Regional Office Technical Services Assistant.

The Library Meeting Room policy and Internet Safety policy were discussed.

Meeting was adjourned with plans to hold the November 7 meeting at the Loretto Library at 5 p.m.

Submitted by Judy Heffington, Secretary