

Lawrence County Public Library Board of Trustees Meeting Minutes

Date: November 4, 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 Lucas Hunt, Chairperson

2. Roll Call

Present:

- Lucas Hunt, Chairperson
- Brent McKamey, Vice 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:

Dustin Robertson, 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 September 2, 2025 were approved.

5. Old Business

Alarm System: *Preventia came and installed a burglar alarm, motion detectors, and a panic button.*

Property: *Marie talked with Charlie Holt's receptionist. She stated that all the paperwork had been signed for the property and they are now working on setting a closing date.*

6. New Business

Internal Control Policy: *The board reviewed the current internal control policy and only made one change. Under the "Purchasing and Cash Disbursements" section the board voted to add a line that states "the director will notify the board by any reasonable means, of all major purchases exceeding \$500, excluding library materials and office supplies."*

Motion made to approve the Internal Control Policy.

Motion moved by Nancy Brewer. Seconded by Brent McKamey. Motion carried unanimously.

Building a Strategic Planning Committee: *Marie wants to form a strategic planning committee to build a long-term plan for at least the next five years. The committee is to be formed of at least 5-7 members. Some suggestions of members include: Marie as advisor, Lucas Hunt, board member, Dave Ray, County Commissioner, Elle McCann, Friend of the Library, an active library patron, a member of the Chamber of Commerce, and a young adult age 18-24. The first meeting is set to be held in December.*

7. Reports

a. Director's Report:

New Hires: *Mariam has quit her position to homeschool her children. Sierra Vance was hired and is working out well. Pam retired on October 31st. Mikayla was promoted to full-time and will be taking over the majority of Pam's tasks. She is very helpful to patrons especially with technology. A part time position is open but will be posted in a month or two to get all new employees properly trained.*

BRC Grant: The grant has gone through and the software ordered has arrived and the five computers and five monitors are on the way.

2026 Tech Grant: Five tablets were ordered and set up so patrons can read the news and magazines. Isaac did a great job setting them up and presented them to the board.

An Awe Children's Literacy Computer was also purchased. It is child proof and not connected to the internet.

Three laptops are also going to be ordered to replace Marie's, Bailey's and Carol's. The older ones will be saved to use for programming.

Alarm Installation: A burglar alarm, motion detectors and panic button were installed. An estimate for a panic button in Loretto is being acquired.

Lego Program: The first program was a success. Isaac gave each child a bag of Legos and set three challenges before them. Results are in the display cabinet. After each meeting Lego creations will be on display.

Speaker Series: Ben Luna's talk brought 13 people. Tandi Stephens was to be the speaker for October but was cancelled due to the Federal Government Shutdown. The last talk will be from Ryan Egly about the growth and development in the county. Marie is currently working on scheduling speakers for the spring.

Moss Program: A scientist from UT came and taught a scientific thinking class about moss. Nine teens were in attendance, were very engaged and enjoyed it.

Music: The "Killer Soundtracks" music program went very well. Twelve patrons were in attendance. A board member from Wayne County Public Library came and said she really enjoyed it and was impressed with all that the library is doing. Marie would like to do another music program in the summer.

Gardening: The gardening class was very successful with twenty people in attendance, including a couple from Lewis Co. and a couple from Giles County. UT/TSU Extension Agent Katie Witbeck did a great job and will be teaching two more classes, one in December and one in January.

Friends of the Library: The purchase of browsing bins has increased circulation 11% in Juvenile non-fiction when comparing September 2025 to September 2024.

PLMI: The first class went well and meeting other directors and branch managers who are taking the class was great. The retreat is November 16th-21st, Marie will be out of town but will have her laptop to answer emails. The director of the Wayne County Public Library, Holli, and Marie are carpooling.

Commercial: Marie talked with Bethany Nelson about making a commercial for the library. She recommended sending her a bullet point of goals, purpose and style of the commercial. The goals submitted were: to get more people to use the library, we are more than just books, and you have seen the movie now read the book. The style submitted was quirky.

Tree Fell on Library: A tree from the Ferguson property fell on the library. There was no damaged and the Lawrence County Maintenance Department cleaned it up and hauled it away.

Loretto Branch Library: The furnace died so Jesse Turner and Carol called the county maintenance department. They fixed it with parts from the other furnace that died. Maintenance is recommending strongly that the City of Loretto get another heating system as the current one was installed in 1988.

Visit with Rick Skillington: A discussion of what the library would like from the monies of the STHES sale took place. We settled on \$750,000 and was recommended we get the same amount from the City of Lawrenceburg. The funds from that sale are to be spent on education so we are trying to use education terms when talking publicly about our library.

Property: Charlie Holt says all paperwork is signed and they are working to schedule a closing date.

Book Sales 2026: Spring book sale is scheduled for February 21-March 7th. The fall book sale is scheduled for September 9-October 3rd.

Quilt Show: The quilt show is scheduled for April 21st-April 25th.

b. Financial Report: *Only change to the financial report was line item 347 (Pest Control). The budget office should have it changed by next meeting. The library was charged for a termite inspection that did not happen. Communication between the budget office and the county maintenance department figured out the issue and will get it changed.*

c. Regional Library Reports:

Marion had no report.

8. Public Comment

"No public comments."

9. Adjournment

The meeting was adjourned at 5:57pm.

Next meeting scheduled for: January 6, 2025

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