

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 28, 2023
Re: Meeting of the Board

The Board of Trustees will meet on **Tuesday, September 5, 2023.** The meeting will begin at **5:00 p.m.** The following agenda will be addressed:

Call to Order

Approve the Minutes of the July 2023 meeting

Old Business:

Budget for FY 2023/2024
Tennessee Open Meetings Law
Inter-library loan service suspension

New Business:

Review/revise board bylaws
Review/revise the Materials Selection 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
July 11, 2023**

Board Members Present: Lucas Hunt, Chairman, Judy Heffington, Secretary, Mignon Beard, and Nancy Brewer

New members Present: Jane Jennings, Kaye Skillington, and Brent McKamey

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

Regional Library: Marion Bryant, Director

Lucas called the meeting to order at 5:00 p.m. and offered delicious refreshments to the members before the business meeting began.

Introductions were exchanged by existing and new members.

Motion was made to approve minutes of May 2, meeting and passed. A second to the motion is unnecessary in small groups.

Agenda Topics:

Old Business:

Teresa reported the budget for 2023/2024 has been approved but not passed. July 25 is date for the final vote, Nancy told the group. A 5% raise across the board was given for all county employees.

Copy fees were discussed due to increased usage of copier by patrons. Existing fees are \$.10 for b/w and \$.25 for color prints. Teresa reported a cost of \$50 per day on average. Several suggestions were made and discussed regarding an increase in fees. Lucas suggested a poll of patrons about increases and the topic will be revisited at the September meeting.

New Business:

Tennessee Open Meetings Law was reported on by Teresa. All board members are open to the public. Updates to the law state that time must be set aside for public comments. This may be prior to the meeting or at the end. This time is for questions and topics regarding the library. Marion reported on observations of other board's meetings. Time and place must be announced and, if necessary, will be on the agenda for the next meeting.

New Business continued:

The June financial report was given to the board for review. Line item #599 DIRAP of \$12,000 was an addition for our budget to be used for anything we need.

The Inter-library loan service suspension was brought to the board's attention. Marion reported the courier service for inter-library loan was funded by the state and had been suspended. The Library Service Agreement (LSA) has been revised. A required Library Collection policy needs updating, including a Request for Reconsideration process. The deadline is December 2023.

Local Report:

Marie gave members packets of information on things to know about the library, facts only Teresa would know, and accomplishments of 2022/2023. Also included were bookmarks and information for patrons including Hoopla and Reads. Teresa gave all members a copy of the library constitution and bylaws for perusal.

Marie reported on the Summer Reading program for 248 children in Lawrenceburg and 103 in Loretto. Toddler time will resume in mid-August and 2 adult book clubs and a crafts program are ongoing.

Regional Report:

New members are encouraged to meet with either Marion or Anne for orientation to the responsibilities of being a trustee.

Marion told the new members that online certification is not required; however, the more trustees certified, the more money available to the library.

The Library Trustee Workshop is set for September 12.

The Board Chair meeting is on August 15.

There is a job opening for a full-time Technical Services Assistant at Buffalo River Regional office.

Closing:

Next meeting will be September 5 at 5 pm and new officers for the 2023/2024 year will be elected.

Meeting was adjourned.

Submitted by Judy Heffington, Secretary