

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: April 30, 2024
Re: Meeting of the Board

The Board of Trustees will meet on **Tuesday, May 7, 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 March 2024 meeting

Old Business:

Budget updates/spending freeze

New Business:

Public Library Service Agreement

Review/revise the Non-Resident Borrower rules

Review most recent financial report

Reports:

Local Library—Teresa Newton

Regional Library—Marion Bryant/Anne Osborne

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
March 5, 2024**

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

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

Regional Library Present: Marion Bryant

Lucas brought delicious refreshments he had prepared for the board members to enjoy prior to the meeting. Lucas then called the meeting to order and asked for public comments. No public comments were made. A motion was made to approve and second the minutes which passed.

Agenda Topics:

Old Business

- Teresa announced that Gladish funds will be used to purchase five new computers. She reported that the Cathey Funds are for large print books only.

New Business

Local Report

- The budget for 2024-25 was discussed. Line item "Communication" was questioned. A request has been made to the County to pay for an upgraded telephone services. This would effectively triple the line item for communication. Board members agreed that salary increases should be requested.
- The Internal Control policy was discussed and one minor mistake was found and will be corrected.
- Budget Director Brandi Williams asked each department head for a list of capital improvement projects. Teresa announced that she has requested parking lot renovations from the county. The cost is approximately \$35,000. It will have to be graded as a first step.
- The weeding process is ongoing. There have been 977 items deleted since the January meeting and an addition of 414 new items.

- Staff member Pam Thornton has been released from doctor's care after her injury several weeks ago.
- Staffers Bailey and Holly are making plans for the summer reading program. They will alternate mornings in Lawrenceburg and Loretto during the summer.
- Programs for adults continue to be popular. Those include Thursday Book Group, Crafts, Coloring With Friends and No Pressure Book Group.
- Marie and Pam went to the jail to reorganize the library books there. They had previously weeded out old books and arranged the new books in an organized system which would make the books easier to reshelve.
- Marie is planning four science-based programs in July through the National Girls Collaborative Project. Ten or fifteen young girls 12 and over will be eligible. The purpose is to open doors for young girls to consider non-traditional careers.
- The Friends of the Library voted to remodel the staff's kitchen. Work has been completed.
- The Friends book sale in February was successful and brought in \$4,400. It was reported the book bags and T-shirts sold well. Weeded books were in the sale and sold well along with CDs and DVDs.

Regional Report

- Marion announced the maximum grant amount for libraries to apply for from TSLA for building projects has increased from \$100,000 to \$200,000.
- The TN Library Association conference will be April 2-4 at the Cool Springs Marriott this year.
- Marion discussed with the board book bans and the problems that occur with this process, i.e. the proposal, the petition, and the removal. An appeal can follow this action.

Meeting was adjourned.

Submitted by Judy Heffington, Secretary