

Lawrence County Public Library Board of Trustees Meeting Minutes

Date: May 5, 2026

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
- Anne Osborne, Regional Library
- Marie Brennan, Library Director
- Bailey Clayton, Assistant Director

Absent:

- Dustin Robertson, Board Member (resigned)

3. Approval of Agenda

The agenda was approved as presented.

4. Approval of Previous Minutes

The minutes from the meeting held on March 3, 2026 were approved.

The minutes from the budget meeting held on March 31, 2026 were approved

5. Old Business

New Trustee Application: Kathy Johnstone has submitted an application to replace Mignon Beard as her time on the board has come to an end. There was a unanimous approval to send her application to city council.

Board member Dustin Robertson has resigned due to family medical issues. Pat Dial and Donna Garretson were suggested as replaces with Lynn King being an alternate if they cannot. The board also mad a suggestion to revise the trustee application.

Review Budget Proposal: the budget was approved unanimously.

Review New Incident Report Form: the new incident report form was approved. The incident involving staff member, Anna Bottoms, at Loretto brought up a discussion on policy. The board asked Marie to create a crisis response and emergency response policy for staff; possibly including expectations of law enforcement and when to hit the panic button. Since there is only one member on staff at the Loretto Branch Library, the board offered some suggestions on how to help with that; have an officer do a drive by, FOTL volunteer to sit at Loretto, indoor video camera, and providing IT help. Lucas Hunt, Chairperson, also asked Marie to provide a list of all the current policies the library has.

6. New Business

Soil Conservation District Grant Project: Donna Garretson from the Soil Conservation District would like to make a proposal for the board to look at. The proposal would be about setting up a display at the library involving rain barrels, etc. Lucas approved as long as a program could be conducted from it.

Patron Incident at Loretto: On April 17th a vehicle ran into the Loretto Library. The library was closed at the time. The police, City Manager of Loretto, Jesse Turner, and county maintenance department were notified. They discovered who was driving the vehicle thanks to the drive of the city works truck in the background of surveillance video, who wrote down the license plate. Since the building is owned by the city they have been dealing with the insurance company. The county maintenance has fixed the cosmetic damage. We have not been notified of the final response of the insurance company.

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.

7. Reports

a. Director's Report:

Summer Reading: Taryn has touched base with all the school libraries and the FOTL president is delivering posters and bookmarks about summer reading to be handed out.

We are planning a Summer Reading Kick-Off on the Library Green, May 29th from 10am-12pm. What started as a simple registration and activities program has exploded into a resource outreach. We have contacted various organizations in the city and county and they will be setting up tables of resources for families. The FOTL is planning on getting an ice cream truck, face painting, and balloon artist for the event. Community resources include:

Soil Conservation District (USDA)
Lawrenceburg Fire Department
Lawrence County Health Department
LCSAP
UT-TSU Extension Office
Lawrenceburg Police Department
FOLCA

We recently had our monthly staff meeting and have hashed out all the programs we will be doing and delegated tasks and responsibilities. We hope to make this a great summer for everyone. We have planned:

13- Juvenile programs including a new monthly Lego Program

3- Summer Teen Programs (on top of the regular 4 programs)

4-6- Summer Adult Programs (on top of the 12 regular programs)

We will also have reading challenges for all ages 5-105!

Outreach: Marie gave presentation at the retired Teachers luncheon in March. There were about 60 people there and at the end everyone was doing chair pilates using Gale GetSetUp.

Bailey and Taryn went to New Prospect School to talk to the children in the after school program about the library. They also promoted the Summer Reading Program by handing out bookmarks and flyers.

On March 28th the library had another Family Day at the library. Families could stop by from 10am-12pm for a craft, lemonade (provided by Espresso Revival), and activity sheets. There were roughly 50 participants. Taryn and Lindsay did a great job and want to do more.

We designed a program for the Moms of Lawrence County Group. We gave them a tour of the library then had them do a scavenger hunt to apply what they learned. They seemed to enjoy that along with doing puzzle pages and coloring sheets. Bailey also read stories to them. All the librarians took part and it was a lot of fun.

In April Marie went to the Loretto Senior Center and gave a presentation to about 7 people about the activities and benefits of the library. At the end everyone was doing chair yoga with Gale GetSetUp.

County Executive David Morgan called a Department Head meeting in April, which will become a regular quarterly meeting. It was very informative and humbling. Marie got to meet with other department heads and plan to partner with some to do outreach.

LCSAP Your Life Matters: They were promoting a positivity program to encourage people throughout the community. For the library we made bookmarks with encouraging statements and gave them to all patrons checking out books during the week of April 26th.

Author Meet and Greet: We have started promoting the 2nd annual Author Meet and Greet. As of April 28th we have 18 authors signed up and 10 of those were not here last year and 3 of the ones that were have new books. Marie contacted the VFW and they are okay with us using their parking lot.

Book Sale: The FOTL had the most successful book sale to date. They collected \$5509! It went very well.

Commercial: The commercial we made is now playing in the movie theater.

AED: All county offices now have AED's installed. Kane Watkins from the Ambulance service came and taught all the employees how to use them. He went to Loretto and showed Carol how to use hers as well.

Programming: Over spring break we had several programs with all but one working out well. Adult Craft was postponed for weather. The teen craft went very well. The Minecraft program did not go well. I will never recommend Arrayscape gaming to any library. Mikayla and Isaac have thought of some great ideas to do similar programming without the help of outside forces. Nancy found grant money and has ordered laptops for the library to have IT programming.

Loretto: The incident report on Anna. The Incident of a vehicle running into the Loretto Library.

Air Conditioning Unit: The maintenance department has decided to replace one of our heating and air units. They ripped it out and replaced it within a week. It should be more efficient and reliable.

IT Help: Our one on one IT meetings are still filling up every month.

Appalachian Archives: We were contacted by a graduate assistant, Katherine Pollard, from ETSU who is working in the Archives of Appalachia on Campus. She is expanding the 1985 survey, *Archives in Appalachia: A Directory* (Appalachian Consortium Press). The original survey was intended to serve as a tool for research in and about the Southern Appalachian Region. The updated version will serve the same purpose and be published in the *Appalachian Curator* Newsletter. She has been reaching out to various organizations considered to be in the Appalachian area and contacted us. Anna gathered pertinent information from our Lawrence County room records and responded to her request for which Pollard was very grateful.

b. Financial Report:

The financial report was approved as it.

c. Regional Library Reports:

Anne reported on these topics:

Continuing Education/Training: How Can I Help You? Providing Exemplary Customer Service to Library Patrons on May 6th at the regional library.

Upcoming Events: Virtual Partnership Fair on May 14th, Standards Survey Workday on June 11th.

2026-2027 Public Library Service Agreement: LSAs will be sent out in May.

2027 LSTA Technology Grant: Applications are now being accepted and the deadline for submission is July 10th.

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 6:12pm.

Next meeting scheduled for: July 7th, 2026

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