

Anna Porter Public Library
January 14, 2025 Minutes

6:00 p.m. Call to Order

Present: Pam Papworth, Lisa Oakley, Beverly Waldron, Sally Helton, Karen Honniball, Susan Helms, Kenton Temple, Mandie Muehlhausen (Director), Matthew Jordan (Regional Director).

Not Present: Debra McDermitt, Karen Bentz

Minutes of November 12, 2024 APPL Trustees Meeting were approved as submitted.

Treasurer's Report:

Pam Papworth submitted: the financial Balance Sheets, Budget vs. Actual Income and Expense reports including percentage. Notes have been added to the reports to explain anything necessary. The Treasurer's report will be filed for audit.

Director's Report:

Mandie Muehlhausen's written report was submitted and she addressed a few elements: Mandie hopes to lead the board and staff through a SWOT analysis in the near future (Strengths, Weaknesses, Opportunities, and Threats); Sally Helton connected Mandie with Sevier Ready and the MIX 105.5 Radio Station in Sevierville which has resulted in new avenues for Mandie to be a part of broadcast programming and has also led to an internship for GP student Rose Hurst. Mandie updated the board members on her interest in Hoopla. She has decided not to pursue after changes in representation and subscription offers.

Regional Director's Report:

Matthew Jordan provided updates from the regional library and shared updates on training and distributed certificates for board members who completed required trustee training. He also shared that the used APPL's board page updates with other libraries in the region.

Committee Reports:

Bylaws and Policies: No report submitted. See Old Business in these minutes for update on consideration of Board of Trustees Bylaws and Trustee Policy.

Finance and Building: No report submitted as committee will meet before the March board meeting to discuss the 2025-2026 budget.

Long-Range Planning: The committee met prior to the board meeting and discussed next steps in strategic planning which will include the SWOT analysis mentioned in the Director's Report.

Promotion and Public Relations: The committee met on December 11 at 5:30 p.m. Ideas for engagement with the city administration and community members were discussed. As reported in the Director's Report, a successful connection was made with Jay Adams at MIX 105.5 radio which opens a new avenue for exposure and promotion of the library. The idea of Arrowmont artists coming to the library was considered regarding programming.

Old Business:

Mandie thanked the board for the employee appreciation gifts of gift cards. The board discussed making sure that we are ready to recognize the staff again during the spring. In the November board meeting, members stated they intended to recognize staff twice a year--in the spring, around National Library Workers Day in April, and between Thanksgiving and Christmas. The plan for April will be discussed during the March meeting.

Beverly Waldron will update the board members on progress with the book boxes project at the March meeting.

The issue of revision of the Board of Trustees Bylaws and Trustee Policy will be discussed at the March meeting.

New Business:

The Smoky Mountain Collections Policy was shared with the board.

Kenton Temple moved that the board approve the addition of Notary Services at the library. Susan Helms provided the 2nd and the motion passed.

Sally Helms moved that the Collections Development Policy be approved with the submitted change. Pam provided the second and the motion passed.

It is board nomination season. Beverly Waldron and Pam Papworth will reach out to nominee who previously declined. The board would like to know if they have an interest. One new trustee is needed for the upcoming year.

Current officers agreed to serve another year in their positions.

Beverly Waldron moved to adjourn. Meeting adjourned at 7:25 p.m.