

**Anna Porter Public Library
March 11, 2025 Minutes**

6:00 p.m. Call to Order

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

Not Present: Debra McDermitt (resigned), Karen Honniball

Minutes of January 14, 2025 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. Letter has been submitted for next city cash disbursement. The Treasurer's report will be filed for an audit.

Director's Report:

Mandie Muehlhausen's written report was submitted, and she addressed a few elements: Mandie shared what she has learned about costs of the desktop version update for Quick Books which we use for accounting. The subscription price increase is substantial. She will investigate the cost and feasibility of moving to a Cloud version. Mandie has also been working on a draft strategic plan which she will share at a future meeting.

Regional Director's Report:

Matthew Jordan provided updates from the regional library and shared updates on training and significant April dates, including April 8th—National Library Workers Day. The Tennessee Public Library Standards have been updated with no major changes and are available online.

Committee Reports:

Bylaws and Policies: Beverly will send two versions of Bylaws and the Trustees Policy, with suggested corrections noted, via email before the next meeting. The revisions will be discussed at the next meeting.

Finance and Building: Budget documents were submitted and discussed. Kenton Temple moved the budget be accepted and presented to the City of Gatlinburg. Susan Helms seconded the motion and all approved. The motion passed.

Long-Range Planning: Susan Helms reported that she and Mandie met after the March meeting to work on the strategic plan. Mandie will have a draft to share soon.

Promotion and Public Relations: No report.

Old Business:

In the November 2024 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. Options for April recognition were discussed. Mandie suggested she take the staff to Split Rail restaurant as a gift from the board. She will pay using petty cash. The board thought that was a great idea and will reimburse the fund through personal contributions at the next meeting in May.

Beverly Waldron reported that the Sevier County Library owns and claims responsibility for the book boxes Anna Porter has been maintaining and planning updates for. With this clarification, Anna Porter Public Library's name will be removed from the boxes, and we will consider new ways to provide outreach and free books in the Gatlinburg community, including possible options at the Community Center.

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

It is board nomination season. One position is open from Karen Bentz rotating off the board and we need to fill Debra McDermitt's unexpired term after her resignation. The two nominees are Patty Swenor and Christine Maltese. Pam Papworth made the motion that Patty be approved, Sally Helton provided the second, and the motion passed. Kenton Temple moved that Christine be approved, Karen Bentz provided the second, and the motion passed. Beverly Waldron will submit the names of the new trustees to the City Commission for their approval. Kenton Temple moved that Lisa Oakley be nominated to a second term. Sally provided the second, and the motion passed. Lisa's name will also be submitted to the City Commission.

Officers will be voted on in May.

New Business:

Budget was discussed and approved as reported in the committee reports above.

The IRS 990 Form was presented to the board. Pam moved the form be approved and submitted, with changes, Sally Helton provided the second, and the motion passed.

Beverly shared that the board will discuss in future meetings the possibility of becoming a department of the City of Gatlinburg.

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