

**Anna Porter Public Library
Board of Trustees Meeting Minutes
January 11, 2022**

Call to order 5:03 pm

Present: Sharon Mellor, Laurel Rematore, Ken Simonis, Bill Mellor, Lauren Mellor, Karen Bentz, Director - Kelsey Jones, and Regional Director - Matthew Jordan. Gatlinburg representative Lawrence Evans, Recreation Department.

Absent: Edna Lopez, Buie Hancock, Debi Veranth

Minutes approved from November 9, 2021 Bill Mellor made motion Ken Simonis second

NEW BUSINESS

Document retention and destruction policy

Add item for next meeting

Major donor -potential fund

Kelsey had created list of items that we need:

1. Archival Storage units from Patterson Pulp Company that are fire proof and water proof. The estimate is \$18,316.69

2. Outdoor Reading Space

Kelsey is concerned about the potential problem with student behavior.

Lawrence Evans replied with the following information about the decision. The City of Gatlinburg considers the area by the pool not advisable as they will be expanding the butterfly garden. The city requires: ADA compliance, walking trails in the future, and will need a maintenance plan.

Kelsey will need to staff the area during the hours of 3:00 to 7:00, which will be difficult She is not convinced of the actual need. Discussion ended with agreement not to pursue the development of the outdoor reading space at this time.

RFID Material Protection Inversion Ware Protection- purpose that items stolen would set off the alarm

Three month rental \$17,372.76 to scan every item. A kiosk would be located at the front door. Materials not checked out properly would set off alarm

Sharon: What about items that were purchased after the three months?

Bill: Have we even had 17 thousand worth of materials stolen?

Ken: When was last inventory completed?

Kelsey: Items stolen in a week actually happens often. Example of known book stolen

Lauren: Will insurance pay for loss?

Bill: Have other libraries used this system? How many items do we have? 15,000 books and periodicals. We are now purging books out of circulation and increasing book purchases each year.

Do we want to add this to fundraising request?

Lauren: Is this a good use of philanthropic funds?

Motion was not made

Ken: Met with Robert Holt, (City of Gatlinburg). He said that he recommended we identify and support the need of these items for our budget. Prioritize and put these items in the budget.

Karen: When we plan our budget and purchases, we need to consider how each request support our mission statement as a library.

Is there a RFID software that has inventory capabilities?

Shelving will be in the budget

Decision: The items will be submitted to the budget for a 1 time expenditure

Photography and Videotaping by patrons in the library

Motion to adopt edits was made by Bill and seconded by Lauren

Motion was approved

Ability of non residents to check out items and books for the library

Sharon apologizes to the Board on the discussion which occurred at the end of the last meeting regarding an incident with a library patron

Kelsey: She did follow up with the individual. The person did not want to pay a small fee as a deposit. It was a big misunderstanding. She advises to keep the policy as it is. We do have a policy that allows visitors to check out materials. The patron can pay an annual fee.

Sharon: We have a policy and oversight to treat each other with professional dignity and respect. The existing policy that requires proof of legal property ownership, ID, and either live, work, and pay taxes to Sevier County.

Nominations

Expiring Terms:

Karen Bentz

Ken Simonas

Lauren Mellor

These individuals are eligible for a 2nd term

Volunteer for nominating committee : Karen Bentz and Lauren Mellor

Treasurer Report December 31, 2021 as of January 11, 2022

Good, positive, grow \$33.00 total assets
Zero based environment

6 month P/L only down 200.00 significantly less than previous years
Actual net is \$7,500 over budget for 6 months
Submit budget in April to the city
One more meeting to discuss before accepting the budget

Facilities Report

Improved with floor outlets repaired, lighting in staff room, bathroom issues continue

Inventory

Scan of everything is complete, but some follow-up is needed. 2023 will be next inventory.

Update the YA room, moved the languages, reference relocated, and now have a full YA area. PlayStation is sold and continue to have staff members daily 3:00 to 8:00 pm

Next project will be the large print books

Donations are being made to Leadership Sevier utilizing the used books as donation
The project included 25% donated to Sevier County School Board. Considered the best project in Sevier County School Board.

Personnel:

IT Representative has been hired. Shawn Clarke has Associates Degree in Applied Science and 6 years of experience

Info Delivery:

Credit Cards are now accepted

Programming for various age demographics is going very well.

Jay Reese meet the author was very successful

SM collection still growing

Rotary club Gatlinburg membership for Kelsey is not possible at this time. She cannot afford an assistant

Matthew Report

Seymour Branch Library opened this month. Very artistic interior which was totally renovated.

Start Survey is being completed

State Report on LIB guide run reports located

Pigeon Forge Library has completed a Story Walk at Wears Park

This is the 75th anniversary of the Clinch River Region!!

In service for staff is being offered

Masks for Patrons discussed. Kelsey feels that current policy of protecting staff is in place. All staff will be tested this week at the Gatlinburg Urgent Care for Covid-19.

Some patrons are wearing masks after they see that the staff is complying with masks indoors.

Document Retention and Destruction policy

Karen Bentz made motion to pass policy. Lauren Rematore second

Sharon Mellor: Closing statement: We have a focus to help Kelsey become more active in the community. Next meeting we will consider the mission and priorities of certain items. Kelsey will be asked to prepare a listing of all activities that she is involved in and help sort through the greatest successes and others that need to end.

Adjourned