

Anna Porter Public Library

January 13, 2026

6:00 p.m. Call to Order

Present: Beverly Waldron, Jan Brady, Susan Helms, Sally Helton, Karen Honniball, Matthew Jordan (Regional Director), Mandie Muehlhausen (Director), Lisa Oakley (6:32pm), Patty Swenor, Kenton Temple

Not Present:

Christine Maltese (resigned before the meeting)

The minutes of the November 12, 2025, meeting of the Anna Porter Public Library Trustees were approved as submitted. Sally made the motion to approve; Kenton seconded.

Treasurer's Report:

Patty Swenor presented the treasurer's report. Adjustments recommended at the November meeting have been corrected. Expenditures are on track with the budget for the year so far.

Director's Report:

Mandie Muehlhausen submitted a written report highlighting updates of success and progress in the areas of administration, facilities, personnel, information delivery, marketing/public relations, youth programming, and the Smoky Mountain Collection. Door Counter numbers were also submitted. Future door counts will look different because the new security camera will provide a door count, eliminating the need to manually tally the count from the existing door counters. The facilities section of the report mentioned that the blowers on the gas fireplace were being repaired; however, Mandie found out that the fireplace does not actually have a blower, hence no repair needed. A newly acquired program called Advantage will allow the library to upload archived photographs to a platform that will be linked to the library website.

Regional Director's Report:

Matthew Jordan provided updates from the region. Of particular interest are upcoming library service activities in the spring. Monthly newsletters provide information between meetings.

Committee Reports:

Bylaws and Policies: No report.

Finance and Building: No report.

Long-Range Planning: No report.

Promotion and Public Relations: No report.

Old Business:

Beverly delivered appreciation gifts for the library staff in December. Board member contributions provided each employee with a \$25 gift card to Food City and a \$25 gift card to Walmart. Karen Bentz, former board member, donated an Anakeesta pass to each employee for themselves and a guest.

Mandie attended a webinar with Jamie Ritter, the state librarian and archivist, in regards to compliance with the Tennessee Secretary of State's communication requiring a review of the children's collection. A suggested path of compliance was provided during the webinar, and the library will be submitting a form signed by Mandie and Beverly stating: "Following the review of the Juvenile Children's collection, there were no titles identified for further review as it relates to age-appropriateness and compliance with all state, federal, and local laws." This will be submitted by the January 19, 2026 deadline.

No updates were made to the planning calendar. Any additions can be submitted to Beverly at any time.

New Business:

Mandie requested that the library be permitted to close on April 22-23, 2026 for the staff to attend the Tennessee Library Association (TLA) conference in Knoxville. Kenton made the motion to approve the closure and Karen seconded.

There may be an opportunity for the board to provide a meal for spring staff appreciation while staff are attending the TLA conference. The board will discuss and finalize this employee recognition at the March meeting.

Mandie announced that an upcoming technology grant will be used to replace library desktops, Mandie's computer, and laptops. There will be a shortfall in covering the cost with the grant funds, and she asked if the board would earmark some of the reserves to cover this. Shortfalls are often caused by the timing of fund distribution from the City of Gatlinburg. Lisa Oakley suggested that When this shortfall is anticipated, the Board should anticipate pulling from the reserves in order to meet approved expense needs. The funds will then be replenished when the budgeted funds are received from the City. This is only in regards to budgeted and planned for expenses.

The library's large format laminator needs to be replaced (expense \$2200).

Mandie would like to explore group plans for vision and dental insurance and will bring information to the March meeting.

There were preliminary discussions about cost of living wage increases and predicted increased line items for the upcoming budget for next year. More will be discussed in future meetings.

We received Christine Maltese's resignation letter effective immediately (dated January 7, 2026). We need two new board members. One to replace Christine and the other to replace Kenton, whose term will be expiring this year. Our goal is to have two new candidates by the March meeting so that the names may be submitted to the city council for approval. Beverly and Sally are willing to serve a second term if the board votes to approve. Beverly is willing to be the Board chair for another year. Patty is willing to serve another year as treasurer. Those are thoughts to consider between now and the March meeting.

The next meeting of the APPL Board of Trustees will be on Tuesday, March 10, 2026 at 6:00 p.m.

The meeting was adjourned at 7:23 p.m.