

Anna Porter Public Library
May 13, 2025 Minutes

6:00 p.m. Call to Order

Present: Pam Papworth, Beverly Waldron, Sally Helton, Susan Helms, Kenton Temple, Karen Bentz, Karen Honniball, Patty Swenor (guest/prospective board member), Mandie Muehlhausen (Director), Matthew Jordan (Regional Director).

Not Present: Lisa Oakley

Minutes of March 11, 2025 the Anna Porter Public Library Trustees Meeting were approved as submitted.

Pam Papworth requested that the minutes from each meeting be sent to members of the board for review within a quicker time frame (suggested within two weeks) because the meeting is not fresh on everyone's mind if the minutes are sent just prior to the following meeting.

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 infographic was updated to reflect financial information changes. 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 mentioned that a professional contractor fixed an issue with black mold in the janitor's closet. There have also been some problems with the HVAC units, which the city will be taking care of. The library is on-track financially to end the year. This year's summer reading theme is Color Your World, and Mandie and staff have secured items for participants including a bag with art supplies. Many activities and events, including a traveling bear for participants to name and color and an end-of-program party, are scheduled.

Regional Director's Report:

Matthew Jordan provided updates from the regional library and mentioned that there are no changes from last year in regards to the Library Service Agreement. He mentioned that we would need to review our collection development policy in the fall. He also mentioned that this would be a good time to contact our representatives in Congress to express the importance of federal funding for libraries as discretionary funds could be in jeopardy.

Committee Reports:

Bylaws and Policies: In regards to policy, Susan Helms asked if we are publicizing board meetings via Facebook. Since those have not always been posted, Mandie is following up to make sure that happens. Beverly requested that any changes, edits, additions, etc. to the Bylaws and Trustee Policy be submitted within two weeks. We will have a more thorough discussion of Bylaws and Trustee Policy in July.

Finance and Building: No report.

Long-Range Planning: Suggested changes included the following:

We won't be retrieving the book boxes since those belong elsewhere. We're working to remove any Anna Porter Public Library markings from the book boxes that belong to the county library system. We will not be stocking those boxes any longer. Instead, Mandie is on the lookout for a small shelf for the community center, which we will begin stocking with books. We are still interested in obtaining old newspaper boxes to establish our own book boxes in the future.

Mandie's membership to the Rotary Club should be included in the 2025-2026 long-range plan.

After discussion, it was decided that our intention to discuss the Anna Porter Public Library becoming a city entity should not be included in the long-range plan yet. This is still only in the discussion phase among the board. With that said, the long-range plan is a living document which can be amended as needed.

Mandie will make long-range plan edits, and the board agreed to wait until the July meeting to discuss the final product.

Promotion and Public Relations: No report.

Old Business:

The board collected \$10 per member to reimburse petty cash for the lunch from Split Rail Eats for the library staff in recognition of National Library Workers Day on April 8, 2025. Additionally, thank you cards were distributed to the staff.

The library's participation in the Sevier Ready Internship Program was successful. Mandie foresees ways in which future interns placed via this program can be more productive moving forward, but having an intern this year was a positive experience. The library is looking forward to participating again in the future.

New Business:

The following slate of officers was proposed for the 2025-2026 year:

Beverly Waldron, Chair

Kenton Temple, Vice Chair

Pam Papworth, Treasurer

Lisa Oakley, Secretary

Sally Helton made the motion to accept; Karen Honiball seconded the motion. The slate of officers passed unanimously.

Two new board members (Christine Maltese and Patty Swenor have been selected pending their approval by the city council later this month. Those members need to come to the July meeting early in order to participate in trustee training.

All board members should attend the July meeting prepared to take a new group photo for the website.

Lisa will be sending board members a performance review for Mandie via email and should return those in early July with sufficient time to compile the comments prior to the July board meeting. We will use the same form we used last year for this review; however, we should discuss whether this form needs to be updated/changed in our reviews of future policies and procedures.

Beverly asked for board members to submit any additions to the planning calendar.

Sunil Ghosal and a member of his staff from Ghosal Luxury Lodging spoke at the beginning of the meeting to invite members of the board to the Grand Opening/VIP Event for Sojourn Lodging. A donation to the Anna Porter Public Library will be presented at this event, and the company intends to facilitate donations from their guests for the library moving forward. The board agreed to allow the library to close at 5pm on Thursday, May 29 so the staff may attend this event.

We recognized and celebrated Karen Bentz's seven years of service to the Board of Trustees as she ended her terms.

The next meeting of the Anna Porter Public Library Board of Trustees will be on Tuesday, July 8, 2025 at 6:00pm.

Meeting adjourned at 7:34 p.m.