

Anna Porter Public Library
November 12, 2024 Minutes

6:00 p.m. Call to Order

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

Not Present: Kenton Temple

Minutes of September 10, 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. 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: 1st 1/2 of city funding has been received, internet upgrade and library inventory process has gone well and days closed to do both was a good way to accomplish, Mandie volunteered to help our sister library in Newport after the Tropical Storm Helene flooding, and alarm system has been installed as a part of a community center project. Security cameras and upgrades to cameras will be the special project considered for the city budget request in 2025. As an update to earlier reports, the after-school crowd is manageable and discipline issues haven't been as serious as anticipated. Hoopla contact has left the company and Mandie will follow up with new salesperson.

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 library survey required by the state has been completed. Matthew commended Mandie's assistance to Newport's Stokely Library after the floods. He shared how impacted libraries are responding to the disaster and how regional resources are assisting.

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Finance and Building: Roof has been replaced by the city. This will take care of water leaks in the building. Technology special project funds were received from the city and funded the technology upgrades carried out in late October during the library's brief closure for inventory.

Long-Range Planning: Mandie met with representatives of the committee to go over survey questions and possible plan for distribution and collection. Mandie will share her draft of a long-range plan at a later date.

Promotion and Public Relations: No report submitted.

Old Business:

Board collected contributions for a selection of gift cards to be purchased and presented, equitably, to the staff in appreciation of their good work. Treasurer Pam Papworth collected the funds and will purchase the cards. Beverly will help make sure the cards are gifted to the staff with our thanks. For the future, the board intends to recognize staff twice a year--in the spring, around National Library Workers Day in April, and between Thanksgiving and Christmas.

The board discussed the library book boxes which are sponsored by Anna Porter. Kenton will research the status of ownership of the first two boxes with Sevier County Library. According to her recollection, Sevier County owns the boxes and Anna Porter sponsors and stocks the boxes. Members agreed to accept the new box offered to the library. Mandie and Karen Honniball will work on a plan for restocking. Mynatt Park was a location selected for one of the boxes, if approved by the city. The board would like to continue the box located at ACE Hardware and locate one at a local laundromat. Follow up on details at the next meeting.

Update of the website calendar was discussed and Mandie will follow up with staff, as well as continuing work on scheduling timely promotional efforts. A full board picture was taken at the meeting to be used to update the relevant page on the website. Sally Helton will distribute a standardized questionnaire to board members in order to develop biographies for the website.

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

New Business:

None

Beverly Waldron moved to adjourn. Meeting adjourned at 7:10 p.m.