Anna Porter Public Library
May 12, 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), Patty Swenor, Lisa Oakley, Ronald Miller

The minutes of the March 10, 2026, meeting of the Anna Porter Public Library Trustees were approved as submitted.

Treasurer's Report:
Treasurer Patty Swenor presented the treasurer's report. It was generated through the QuickBooks online version we are transitioning and adjusting to. Corrections were noted verbally, verified, and the corrected version will be submitted by next meeting.

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, and the Smoky Mountain Collection. HVAC project is going through final approval of drawings and will then be sent out for bids. Continuing to work with the City on other facility and maintenance issues. The summer reading program promises to be the most popular and attended of prior programs.

Regional Director's Report:
Matthew Jordan provided updates from the region. Monthly newsletters provide information between meetings.

Committee Reports:

<u>Bylaws and Policies</u>: No report.

<u>Finance and Building</u>: No report beyond Mandie's updates.

<u>Long-Range Planning</u>: No report.

<u>Promotion and Public Relations</u>: Mandie noted the successful press and social media publicity around the programming offered by the library. Board members commended the library staff on successful event planning and promotion. Kaila Clark was again recognized for the successful Our Story Series.

Old Business:

Mandie thanked the board for the staff appreciation gift of dinner during the Tennessee Library Association Conference held in Knoxville in April. She was able to take the staff to Tupelo Honey on Market Square which was appreciated by all the staff. Board members reimbursed petty cash for the expense of dinner. The board will consider staff appreciation for the fall at a future meeting.

Beverly took the list of officers and information for our new board member, Ronald Miller, to the city council meeting. Everyone was approved. One more board member is needed. Two nominees were submitted. After discussion regarding the two strong candidates, Lisa Oakley moved the board elect Paula Barreras to send as our nominee to the city council. Susan Helms provided the second. The vote was 5 in favor, 2 nays, and 2 abstentions. The motion passed and Paula Barreras was elected as the APPL board nominee to be submitted.

Board members turned in their library director evaluations. A few will be sent by email in the next day or two. Beverly Waldron will collect the information and meet with Mandie to discuss the evaluation by the July board meeting.

An increase was proposed for the March approved APPL 2026-2027 budget of $450,130. An increase of $15,700 in the lines of special projects funded by the city ($13,200) and funds for staff dental insurance ($2,500). The new total of the budget proposed for approval was $465,830. The Motion for approval of the adjusted budget was made by name? and second provided by name? The motion passed unanimously.

No updates were made to the planning calendar.

New Business:

The completed IRS Form 990 was submitted for approval. Motion was made by name? and second provided by name? The motion passed unanimously.

Board photograph will be made at the next meeting.

The next meeting of the APPL Board of Trustees will be on July 14, 2026, at 6:00 p.m.

The meeting was adjourned at 7:25 p.m.