

**Anna Porter Public Library**  
**November 12, 2025**

**6:00 p.m. Call to Order**

**Present:** Beverly Waldron, Susan Helms, Sally Helton, Karen Honniball, Matthew Jordan (Regional Director), Mandie Muehlhausen (Director), Patty Swenor, Jan Brady, Lisa Oakley, Christine Maltese

**Not Present:** Kenton Temple

The minutes of the September 9, 2025, meeting of the Anna Porter Public Library Trustees were approved as submitted.

**Treasurer's Report:**

Patty Swenor presented the treasurer's report. Adjustments were recommended. Corrected report will be presented at the next board 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. Door Counter numbers were also submitted. Mandie informed the board that the new copy prices have been implemented successfully, that Kaila will be attending the grant opening of the new Kodak branch library, and the library will be closing early on New Years Eve (5:30 p.m.).

**Regional Director's Report:**

Matthew Jordan provided updates from the region. Of particular interest is the upcoming cybersecurity in-service. 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: Board members commended the library staff on successful event planning and promotion. Kaila Clark was particularly recognized for the successful Our Story Series.

**Old Business:**

The board discussed follow up on the prior meeting's discussion of providing gift cards as Christmas gifts for the library staff. Members contributed \$25.00 each and Beverly Waldron will purchase the cards and return them to the library before the holidays. For the second year, Anakeesta passes for staff are being donated by Karen Bentz.

Updates to the planning calendar included deleting the November entry for approving cost-of-living salary increases. Salaries are approved as a part of the annual budget development process which will include consideration of cost-of-living adjustments.

**New Business:**

Beverly Waldron and Mandie Muehlhausen discussed the budget adjustment made by the City of Gatlinburg when approving the current library budget. The amount of the shortfall is \$8,500. The amount budgeted for library income was deducted from the budget request. Board members considered implications to cash flow and future budget submissions. No action required.

The Tennessee Secretary of State sent a letter addressed to Mandie Muehlhausen and Beverly Waldron. The letter addresses juvenile children's collections and requests staff and board to assess the titles held by the library and determine if any need to be culled due to recent state legislation regarding age appropriate content. Staff and board will consider and continue discussion at the next board meeting. Mandie will have a draft report for the board to consider at that time. The report is due by January 19, 2025.

The next meeting of the APPL Board of Trustees will be on January 13, 2025 at 6:00 p.m.

**The meeting was adjourned at 7:20 p.m.**