

Anna Porter Public Library  
July 11, 2023 Minutes

**6:11 p.m. Call to Order**

**Present:** Karen Bentz, Debi Vernath, Pam Papworth, Tracy Starker, Lisa Oakley, Sally Helton, Beverly Waldron, Kenton Temple, Mandi Muehlhausen (Director), Matthew Jordan (Regional Director).

**Not Present:** Sharon Mellor

Meeting was opened with introductions of new trustees. Citizen guest also introduced himself, Troy Spindler-Fox.

Minutes of May 9, 2023 APPL Trustees Meeting stand as submitted.

Minutes of the Special Meeting to Approve Budget on June 22, 2023 stand as submitted.

**Treasurer's Report:**

Pam Papworth discussed highlights of the final profit/loss statement from the 2022-23 budget year and reported on the submitted 2023-2024 budget the City of Gatlinburg will include in the draft city budget. The special project budget for new furniture was submitted separately from the operating budget.

Pam reported that the delayed City of Gatlinburg check/distribution from the 2022-2023 budget year was received and deposited.

Accounting programs are being updated to reflect Mandie as owner; a change asked for by the trustees in May.

Pam and Mandie are working on syncing reporting processes, and Pam is pleased with how she and Mandie are working together.

The Treasurer's report will be filed for audit.

**Director's Report:**

Mandie Muehlhausen's report was thorough and highlighted many successful and exciting programs for all ages (but particularly for children), administrative endeavors, and the great work of staff.

Specifically: Mandie noted the city replaced lights in the Smoky Mountain Collection, just in time to feature the Heritage Collection exhibit added through a transfer from the City of Gatlinburg; Mandie also handed out laminated cards featuring talking points for trustees to use;

and reported to the trustees that we had an all time high for participants in the summer reading program (thank you to all the local attractions who donated over \$10,000 worth of prizes).

Mandie shared her goal of beginning the strategic planning process soon; an endeavor Beverly Waldron and the trustees' long range planning committee is excited to help with.

The Smoky Mountain Cookbook Club has postponed its start until fall 2023.

Mandie will share the names of the new board members with the press.

### **Regional Director's Report:**

Matthew Jordon updated trustees on the Core Competencies Certificates library staff members are working on. When complete, there will be a press release provided to share with local media.

Matthew also reminded us of the monthly reports and training opportunities that are available. For example, the annual trustees workshop will take place on September 27<sup>th</sup> in Jefferson City. Trustees who want to car pool will meet at the library at 7:30 a.m. The virtual Board Chair Meeting will be on July 25<sup>th</sup>.

Matthew reported that the new population figure for Anna Porter's service area is 3650, down from 3726 in 2022.

### **Discussions:**

Chair Debi Vernath reported on library director Mandie Muehlhausen's evaluation. The feedback from staff and trustees put a point on the outstanding work Mandie is doing at and for Anna Porter. In every category, she excelled and the comments expanded on how much everyone appreciates Mandie and her commitment, guidance, creativity, and direction. The evaluation is signed and filed with secured Human Resources files.

Debi also presented a document from the Tennessee State Library and Archives which goes over the roles of trustees and the director and how they differ and work together. For example, Debi drew to our attention that the director is responsible for the day-to-day operations of the library, for overseeing, hiring, and discipling staff, and for the development of policies. The trustees should respect the time and professionalism of the director and communicate effectively and with a sensitivity to scheduling time with the director to discuss issues of importance to the trustee individually or the board of trustees more generally.

### **New Business:**

Matthew shared that the trustees needed to decide if we would be offering an additional three hours of service to the public, whether through being open Wednesday evenings, or otherwise. We have been piloting the Wednesday evening hours and Mandie recommended continuing. If we permanently extend our hours, we have committed to increasing our Maintenance of Effort with the state from 48-51 hours. Pam Papworth moved that we continue the increase of weekly

hours by 3 hours, permanently. From 48 to 51 hours. Karen Bentz seconded and the motion passed unanimously.

**Debi Vernath moved to adjourn. Meeting adjourned at 7:30 p.m.**