

## **THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY**

74 Parks Plaza  
Trimble, TN 38259  
June 6, 2024  
5:00 PM

The Board of the Hamilton Parks Public Library met in a regular meeting called to order by Chairman Jason Mathis. Trustees present were Jessica Dunivant, Penny Gibbons, Jason Mathis, Donna Simpson, Carolyn Taylor, Angie Ballard and Jane Taylor. Assistant Regional Director Katherine McBride, Director Brittany Pearson and guests Lori Miller and Heather Silveira were also present. The April minutes were approved on a motion by Jane. Treasurer Jane Taylor presented the Financial Reports for March and April. The Financial Reports were approved on a motion by Carolyn.

### **Regional Report**

Assistant Regional Director Katherine McBride noted that the Image Evaluation was completed by a fellow library director and we received compliments as well as some points for consideration. Katherine gave the annual Public Library Service Agreement form to Jason to sign on behalf of HPPL. She also gave Jason the Board Appointment Form to be completed based on approval of the two new Trustees by the Trimble Board of Aldermen prior to 7/1/24. Katherine noted upcoming important events. Brittany will attend the Standards Survey Open Lab on June 7 and the Library Directors Roundtable on July 18 virtually. Katherine commended Brittany and presented a Certificate of Completion of the 38 modules of Core Competency training. She also advised of the vital importance of Trustee certification in grant funding from the state.

### **Director's Report**

Director Brittany Pearson reported 463 visits with 297 checkouts in the month of April and 568 visits with 344 checkouts in May. There were 17 different programs with 122 participants in this period. There were 9 new patrons to request Library Cards. HPPL added 54 new titles and DVD's. Summer Reading began with 24 initial sign-ups. The UT/TSU Nutrition Classes for adults will wrap up on June 29 with a cooking demonstration. The Extension Agent will also have a presentation to the Summer Reading group on healthy eating and healthy snacks. The TOP Grant reports have been wrapped up and the Book Sale is ongoing with about \$34.00 received. That money is currently in the cash box. The sales are "cash only" as we currently have no mechanism in place to accept cards. Angie requested that Brittany investigate some of the methods that do not charge a user fee or have a very low fee. Brittany attended the Marketing Continuing Education. Laura from the Regional Office will come to help with weeding of the Nonfiction Adult Books. Brittany is beginning the planning for a Back to School Bash in August. The Wishlist includes new shelving and chairs for the Children's room.

### **Committee Reports**

**Budget** – Carolyn reported that the requested increases were granted from both City (\$1200) and County (\$1200 requested \$1250 received). With additional funds available, Carolyn moved to grant a \$1.00 per hour salary increase to the Library Director effective July 1, 2024. Motion passed. After much lively discussion regarding the proposed budget, it was approved on a motion by Jane.

### **Old Business**

**Director's Bonus** – This is currently on hold pending a second signature for the Friends of the Library checking account.

**Long Range Plan** - The previously approved Long Range Plan document was presented to the Board. Discussion noted that this is a "living document" that will have items added and dropped as goals are met and needs change. The goals with past dates will need to be reviewed first to determine the current status.

**Bylaws Amended** – The wording on the current bylaw regarding the area for Trustees has been amended to add the words “contiguous counties” in order to broaden the area for Board membership. We have patrons from all counties bordering Dyer County and they should be able to serve on the Board if they so choose. Carolyn moved that this change be adopted and motion passed.

#### **New Business**

**New Trustees** – As previously announced, Carolyn and Jane will step down as Trustees effective June 30, 2024. Lori Miller and Heather Silveira have expressed interest in serving on the Board. On a motion by Jessica, it was approved that Lori Miller will fill the unexpired term of Jane Taylor (expiring 06/30/25) and that Heather Silveira will begin a new term effective July 1, 2024, pending approval by the Trimble Board of Aldermen.

**Budget Increase** – Covered in Committee Reports

**Library Use Policy** – A new or revised policy is needed to define patron behavior including ages for unattended children as well as the use of hazardous materials in programs. Katherine can provide examples of what is used by other libraries and said that wording like “director’s discretion” can be used. After much discussion, Jason referred this to committee for development.

**Tech Grant** – In the new year, Brittany will be looking at addressing teens through the Tech Grant purchases.

#### **Adjournment**

With no further business Jason requested a motion for adjournment. Jane so moved and the motion passed.

Next regular meeting will be Thursday, August 1, 2024 @ 5:00 PM.

Respectfully submitted.  
Carolyn Taylor, Secretary