

THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza
Trimble, TN 38259
April 15, 2021
5:00 PM

The Board of the Hamilton Parks Public Library met in a regular meeting with Board Chairman, Heather McFarland, calling the meeting to order. Trustees present were: Angie Ballard, Judy Galloway, Carolyn Taylor, Jane Taylor and Cathy Hollingsworth. Trustees Christi Bane, Tom Wilkerson and Rick Isbell were absent. Additionally Regional Representative Mary Carpenter and Director Marie Davis were present. Heather distributed copies of the minutes and the financial report. A motion to approve the minutes as presented was made by Angie Ballard with second by Jane Taylor and passed unanimously. The Financial Report for March was presented by Treasurer Cathy Hollingsworth. The account balances as of 3/31/21 are as follows: General Acct \$4,630.71 and Special Acct \$20,798.12. There remains some confusion about the presentation of the financial statements as the Total line item for the Special Account is showing a positive number which would indicate net income but the expenses in the month exceed the income and the Total line should be in brackets to indicate expenses greater than income. The statement needs to be adjusted to show negative numbers. There was no motion to approve until the corrections can be made. Carolyn volunteered to help Cathy with the wording and presentation.

Regional Report

Mary Carpenter, Regional Library Director, advised that Jenny Gillihan is working on a template for us to use to complete our Long Range Plan in order to meet this TEL Standard. In highlighting the TEL, Mary gave an interesting training presentation on the TEL which contains vetted databases available free to users. She highlighted the language tutorial – Transparent Language Online - with 33 languages for those wishing to learn to use a different language. The tool requires an account with a password to use but this is for monitoring progress only. Under the Standards Library Survey, Mary stated that these are basic standards for libraries in Tennessee and is to be used as a means to move forward. They do not affect the amount of funding that we receive. Angie noted that we have met several of these standards and the form just needs to be updated. Mary advised that we have the ability to update the report changing the “N” to “Y” when we meet the standard. She will send the link to enable this to happen timely. Mary explained that item 3F in the Governance section means the right to privacy of library users; i.e. we won’t divulge what is being checked out or utilized by any person. A further explanation of item 21 in the Technology section means that we can scan and save documents as a PDF file that can then be emailed to an individual. Under the Library Support Rankings by County report, Dyer County ranked 26 out of 95 in average per capita income but ranked 49 out of 95 in library per capita spending. We are below average for the Obion River Region. It is very important that we help the public understand how relevant the Library is to the over-all well being of the community. We need to show targeted increases in our budget requests as a way to offer more services. The Regional Library Board is scheduled to be dissolved but the feeling is that a new group will evolve that will include more local representation. Mary presented the State of Tennessee Certified Public Library Trustee certificates to Heather McFarland and Carolyn Taylor. The certificates for Tom Wilkerson and Rick Isbell were left with Carolyn to be distributed.

Director's Report

Marie Davis, HPPL Director, had to leave the meeting prior to her report so it was presented by Chairman Heather McFarland. It was reported that a piece of our equipment was damaged and the HPPL falls under the Town of Trimble insurance which has a \$5K deductible. This led to a discussion of our liability. Heather will reach out to Mayor Christy Belonio to request if the insurance company can send an adjustor to notate our valuables. Angie mentioned that we might be able to video the library equipment to have a record. Angie stated that with only one employee it would be a good idea to have a security system with cameras inside the building. There are many good ones on the market at very reasonable prices that do not require outside monitoring. On a motion by Angie Ballard with a second by Carolyn Taylor, it was approved that Angie will research and present 3 options for in-house camera systems to the HPPL Board for a vote. Under the Hours agenda item, the Library Director wished to move the closing time back to 5:00 p.m. The question asked by the Board is whether books are being checked out between 5:00 p.m. and 6:00 p.m. That information can be pulled from the system and should be researched. The question of any change to HPPL hours will be continued going forward in Old Business.

Budget Committee

Carolyn Taylor presented a spreadsheet of actual year to date 02/28/21 spending against the 2021 budget. This will be helpful for the Budget Committee in preparing the 2022 Budget which should be presented and approved by the Board at the June 2021 meeting. We had a good discussion of how the budget works and how the General and Special accounts should be used. The General account is more controlled and is where city and county contributions as well as standard recurring expenses are recorded. The Special account is where we have discretion on spending for non-recurring items. The E-Rate account (part of the General account) is not budgeted as we don't know what we will receive but it is where the federal reimbursement for broadband internet access is recorded. It was mentioned that HPPL has not asked for increased funding since at least 2012. If one library within the county gets an increase from the county, all libraries within the county must get a corresponding increase. Angie is working on targeted increases in some line items for the 2022 year. She has contacted other libraries for information on hours and numbers of employees. She will determine deadline dates for the county presentation and Carolyn will contact the city for deadline dates.

Old Business

The need for a new Board member discussed at the March meeting has been resolved. Trustee Judy Galloway will roll off the Board at the expiration of her term on June 30, 2021. Trustee Christi Bane has submitted her resignation from the Board effective on June 30, 2021. That will result in a remaining Board of 7 Trustees. Rather than determining 2 new Trustees, we can amend our by-laws to have 7 rather than 9 Trustees.

New Business

Heather McFarland read a letter of resignation from Director Marie Davis effective April 29, 2021. Laura Milligan will fill in as Interim Director until the Director position is filled. Heather placed a block ad for 6

days in the State Gazette with an email for applications and an application deadline of April 30, 2021. There will need to be Board interviews with the same questions asked of all candidates. A scoring system will be used for rating the candidates. A long discussion (tied in with budget information) revolved around what we want to accomplish going forward. We currently are open for 20 hours per week (Tuesday, Wednesday and Thursday) with 1 employee. Angie pointed out that HPPL is still required to submit the same number of detailed reports as the larger libraries but with only 1 employee versus as many as 10 employees in Dyersburg. With no Saturday hours, some working people are being denied services that they are essentially paying for through city and county taxes. We need to stay below 32 hours per week so as not to have to pay benefits. The salary we offer is significantly lower than what someone working at McDonald's or Hobby Lobby can earn. We need to increase the director's salary but we need to take targeted steps realizing that funds are tight with both the city and county. Another lively discussion was held around the Summer Reading Program. On a motion by Angie Ballard with a second by Jane Taylor, it was approved to pay a facilitator a \$500.00 stipend to present the regional program on 9 afternoons (Tuesdays and Thursdays) in June with the 9th day being a party. We will request volunteers to help the facilitator as needed.

Adjournment

With no further business, Heather requested a motion for adjournment. Judy Galloway moved to adjourn seconded by Angie Ballard and motion passed.

Next regular meeting will be Tuesday, May 4, 2021 @ 5:00 PM. This change of date was agreed since Carolyn Taylor cannot attend on Thursday, May 6 to record the minutes..

Respectfully submitted
Carolyn Taylor, Secretary