

THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza
Trimble, TN 38259
April 4, 2024
5:00 PM

The Board of the Hamilton Parks Public Library met in a regular meeting called to order by Chairman Angie Ballard. Trustees present were Jessica Dunivant, Penny Gibbons, Jason Mathis, Donna Simpson and Carolyn Taylor. Trustee Jane Taylor was absent. Regional Director Jenny Gillihan, Director Brittany Pearson and guest Lori Miller were also present. The February minutes were approved on a motion by Jessica. In the absence of Treasurer Jane Taylor, the Financial Reports for January and February were presented by Secretary Carolyn Taylor who noted nothing out of the ordinary contained in the statements. The Financial Reports were approved on a motion by Penny.

Regional Report

Regional Director Jenny Gillihan noted that the Core Competencies Standard is now complete and the Image Evaluation will be scheduled with another Library Director before the end of April 2024. The purpose of the Evaluation is to provide a fresh set of eyes to look at the library for constructive input of what might be improved upon. Jenny noted three upcoming meeting dates that are important for Brittany to attend. The April 11 Marketing Your Library and the May 2 Library Directors Roundtable meetings can be attended in person or virtually, but the May 6 Summer Reading Prep Session is in person only. Jenny noted the additional documents needed by Regional and was advised that they will be sent to her.

Director's Report

Director Brittany Pearson reported 406 visits with 389 checkouts in the month of February and 323 visits with 340 checkouts in March. There were 20 different programs with 170 participants in this period. There were 4 new patrons to request Library Cards. HPPL added 125 new titles and deleted 84 records. The TES Book Fair was a big success with over \$10,000 in sales. TES will receive Scholastic Dollars of over \$5,000 from the company. The UT/TSU Nutrition Classes for adults have begun and have been well received. They will come back when Summer Reading begins and have some nutrition classes for the children. All Tech Grant spending is completed and has been reimbursed. Federal and State spending is completed. Weeding of the Adult Nonfiction section will be done this summer. In partnership with fund raising for HPPL, the Trimble Women's Club will provide the baked goods for a Book/Bake sale. The summer Reading Program will begin the 1st week of June and will run through the 2nd week of July.

Old Business

Director's Bonus – Angie is going to step aside from the HPPL Board Chair position and immediately take the reins of the Friends of the Library to get that group up and running. She has not touched the books and records of the Friends to avoid a conflict of interest. Once the bank account with appropriate check signers is in place, this will be finalized.

Long Range Plan - Angie has completed the Long Range Plan document but all the supporting details were lost in a computer crash. Jennie is going to send to Angie the documentation from the regional Long Range Plan workshop so that Angie can ensure all the details are correctly noted in the document. It will then be finalized.

New Business

New Officers – Treasurer, Secretary, Board Chair – As previously announced, Carolyn will not serve a second term and Angie will step down as Board Chair. Angie announced that she has also received a resignation from Trustee Jane Taylor who has one year remaining on her first full term. Angie has proposed that Jason Mathis be named HPPL Board Chair effective with the June 2024 meeting and Jessica has agreed to serve as Board Secretary. Carolyn suggested that the Secretary and Treasurer positions be combined into one and Jennie concurred that other boards have this arrangement in place. On a motion by Carolyn, it was approved that Jason assume the position of Board Chairman in June and that Jessica assume the Secretary/Treasurer role effective with the first meeting of the new year.

Budget Presentation - Based on conversations with Brittany about actual spending from the Special Account, we were over-budgeted for the 2024 year. A reduced budget was presented for the Special Account for the year ending 6/30/25. HPPL is in an acceptable position for the near term as far as technology equipment is concerned so a minimal amount of \$2K was presented to cover potential spending. Brittany suggested that we reduce the number of Hot Spots to 7 which is an easier number to manage and meets the current needs. For the Library Account, which includes salaries and direct spending, three different scenarios were presented: a salary increase of \$0.50 per hour, a salary increase of \$0.75 per hour and a salary increase of \$1.00 per hour. The proposal for a \$1.00 increase will be presented to the City and County. Any actual increase will require increased funding from the legislative bodies in order to be implemented. Carolyn has requested a place at the table for the County Budget Committee meeting which will be sometime in May. The budget will be given to the City and a place on the June Board Meeting agenda will be requested.

By-Laws Annual Review – Small Addition – It was noted that our meeting agenda should be updated to add an item number/section titled **Committee Reports** which gives an opportunity for reports from the committees from the previous month's committee meetings. This is also where a representative from Friends of the Library would address the Board. The item **Comments from the Public** would be where individuals or representatives from groups not affiliated with the Library would address the Board. Carolyn noted that Paragraph 7 under item 1 – Board of Trustees needs to have the words "March meeting" removed since there is no longer a Board meeting in the month of March. On a motion by Donna, these changes to the By-Laws were approved.

Partnership with Trimble Area Women's Club - Covered in Director's Report above

3D Printing Class – Jason Mathis will present a class on using the 3D printer on Wednesday, Apr 24 at 3:30 pm.

Adjournment

With no further business, Angie requested a motion for adjournment. Jessica so moved and the motion passed.

Next regular meeting will be Thursday, June 6, 2024 @ 5:00 PM.

Respectfully submitted.
Carolyn Taylor, Secretary-