

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

74 Parks Plaza  
Trimble, TN 38259  
August 3, 2023  
5:00 PM

The Board of the Hamilton Parks Public Library met in a regular meeting called to order by Secretary Carolyn Taylor. Trustees present were Carolyn Taylor, Jane Taylor, Penny Gibbons, Jessica Dunivant and Jason Mathis. Chairman Angie Ballard joined by Zoom. Trustee Cathy Hollingsworth was absent. Also present was guest Alderman Don Byrd. The June minutes were approved on a motion by Penny. Treasurer Jane Taylor presented the Financial Reports for May and June noting that July reports are not yet available. The Financial Reports were approved on a motion by Jessica.

### **Regional Report**

Regional Director Jenny Gillihan presented Trustee Certificates to Penny Gibbons and Jason Mathis. She advised that she conducted new trustee orientation with Jessica Dunivant prior to the meeting start. The Standards targeted this year are Core Competencies and Image Evaluation. Brittany will complete the Core Competencies which are due within her first year. The Image Evaluation is a new Standard and is due every 3 years. From July through December the Directors will look at their own libraries through the eyes of the survey questions. Then from January through June the Directors will swap libraries and complete the survey. The Trustee Workshop will be held in Jackson on Sept 14 and will be a combined meeting of the Hatchie and Obion Regional Libraries. All Trustees are urged to attend as a question on the grant applications relates to Trustee attendance. Angie's signature is needed on the OSAP and a fax of the signed form will suffice. There is a change in the LSA (Library Service Agreement which is the contract between the library and the state) this year. New is that libraries are now required to submit copies of their Bylaws and Policies to the Regional Library each year. There are also two new required policies – Collection and Development Policy and Internet Safety Policy. The Collection and Development Policy is for the library collection books and materials. The decision to remove or not remove books and materials is up to the Library Board of Trustees. The Policy is about more than book content – we have to be ready for any challenges that arise to material on the shelves. One option is to have ready a consideration form to be completed by a challenger that will then be presented to the Board. We are already in compliance with the Internet Safety Policy – we just have to state it in writing. There will be a workshop at the Regional Library for information and assistance. The Maintenance of Effort along with proof of budgets is due on October 31 and must have “wet” signatures of both the town and county mayors,

### **Director's Report**

Director Brittany Pearson advised that the Summer Reading Program was a big success with an average of 12 students including 3 teens and one adult volunteer. In June (peak of Summer Reading) there were 530 visits to the Library with 542 checkouts. July had 340 visits with 294 checkouts. There were 3 new patrons to sign up in July. The 911 Communications Program was rescheduled until August and will be advertised at Trimble Elementary School. The TOP Grant Report for 2023 and Top Grant Application for 2024 are complete. Included in the Top Grant is a new desk top computer. Brittany is asking for recommendations for new collection books for the upcoming year. In new programming, HPPL will be hosting the American Job Centers event. The 3D printer is up and running and Brittany had an object that she printed to demonstrate what it can do. Paula Jordon reached out to Brittany for memorabilia for the Bicentennial Event to be held at the Holy Cow. Carolyn will reach out to Paula for further information. Library Card Sign Up Month is September and Brittany would like to promote this with a drawing for a gift card for all those who sign up. On a motion by Jane it was agreed to get

a \$20.00 Amazon gift card to be used for the drawing. Brittany will begin using text notification for patrons with overdue books. This can be done through Verso for free. On The Wishlist is a new office chair as the current one is not safe since the back will not lock. She was advised that she has discretionary spending approval so she should search for an appropriate chair. Also on the Wishlist is a program for Halloween with Mr. Bonds Science Guy which will run about \$400.00 since he is located in Nashville. She will research to see if this could be a program at TES and possibly have other schools/libraries involved to bring down the cost. Brittany has talked with McIvers Grant about book shelves and is waiting to get a price since she thinks their board wants to sell rather than donate the shelving.

#### **Old Business** on hold

**Bathroom Remodel** – on hold

**Tech Grant 2024 Application** – covered in Library Director's Report

**Change in Technology Lending Policy** – to be handled in Committee

**3D Printer Policy** – to be handled in Committee / what are other libraries doing in this area?

**Budget Increase County** – Carolyn reported that HPPL was granted a \$1200.00 increase from Dyer County and no budget increase from the Town of Trimble. She presented the budgets for the Library General and Library Special Accounts working within those confines and noting that it will be tight. She advised that the accounts shown on the HPPL budget do not agree with what is shown on the Town of Trimble budget due to a difference of opinion on when accounts are set up. She asked that folks keep ears attuned to any grant funds that might be available from outside sources.

#### **New Business**

**Internet Safety Policy** – to go to Committee

**Circulation Development Policy** - to go to Committee

**TOP Grant Classes Contract** – the training required by the TOP Grant can be “one on one” by the Library Director in use of the technology with the training documented. This is how the contract was fulfilled in the last fiscal year and was accepted. New training suggestions are welcomed.

**Program/Events Committee** – Halloween Trunk or Treat and Christmas Breakfast with Santa/Tree Lighting to Committee for research and planning since next meeting with right before events.

#### **Adjournment**

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

Next regular meeting will be Thursday, October 5, 2023 @ 5:00 PM.

Respectfully submitted  
Carolyn Taylor, Secretary-