

## THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza  
Trimble, TN 38259  
August 1, 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, and Donna Simpson. Angie Ballard attended virtually. Regional Director Jenny Gillihan and Director Brittany Pearson were also present. The June minutes were approved on a motion by Penny. Treasurer Jessica Dunivant presented the Financial Reports for May and June. The Financial Reports were approved on a motion by Jason.

### Regional Report

Regional Director Jenny Gillihan noted that the Disaster Plan and TEL training are upcoming targeted standards. Lori Miller and Heather Silviera were approved as library board members by the Trimble City Board. Jenny noted upcoming important events of the virtual E-rate Appointments 8/5-9 and the Trustee Workshop on 9/17 in Humboldt. Official Service Area Population Form is due 9/1. Maintenance of Effort is due 10/1 and will include the total expenditures for FY23-24 and appropriations for FY 24-25 (plus proof) having the Board Chair and both City and County Mayors signatures. The Public Library Survey is due 9/30 and MOE with budgets are due 10/31.

### Director's Report

Director Brittany Pearson reported 622 visits with 506 checkouts in the month of June and 475 visits with 185 physical checkouts in July. There were 12 different programs with 174 participants in this period. There were 2 new patrons to request Library Cards. Summer Reading was a success with 358 books read, 12 programs, an average of 13 people in attendance for each event, and a total attendance of 174. Brittany is planning a Pete the Cat themed Back to School Bash in August. New programming for senior adults and teens is the upcoming focus for planning. Crochet and Cricut classes are ideas for upcoming programming. September is Library Card Sign-Up Month and there will be a drawing for a \$20 Amazon Gift Card. The Wishlist includes new shelving and chairs for the Children's room.

### Committee Reports

**Budget** – While changes were needed for the budget due to an anticipated change in hours, Jason moved to keep the \$1.00 per hour salary increase to the Library Director that was to be effective July 1, 2024. Motion passed. While we do not know the rates of increase for additional expenses dictated by city contracts a motion was made by Donna to approve the proforma budget as a temporary budget until we receive additional information on expenses from City Hall.

### Old Business

**Budget Increase-Hours**- An increase of 2 hours per week and a decrease of one Saturday a month was granted for the hours of the library to align with the interim budget. Motion made by Jason and passed.

### New Business

**Library Director's Evaluation** – This was moved to the October meeting so that additional board members would be in attendance to participate.

**Library Use Policy** – A revised policy was presented, and waiver added to include specific directions for child and youth patrons accessing the library. Jason made a motion that this policy and waiver be approved, and it passed.

**Friends of the Library** – Angie joined us via Zoom and made known the plans that they are working on for National Friends of the Library week 10/20-26. She requested that we be available that week and she would have additional information for us at the October meeting.

**Adjournment**

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

Next regular meeting will be Thursday, October 3, 2024 @ 5:00 PM.

Respectfully submitted.  
Jessica Dunivant, Secretary