

## THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza  
Trimble, TN 38259  
December 3, 2020  
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, and Tom Wilkerson. Trustee Rick Isbell and Regional Representative Jenny Gillihan attended via Zoom. Also present were Director Marie Davis and guest Jane Taylor who has not yet had official approval by the Trimble Town Board since they have not met since Jane's nomination. Absent were Trustees Christi Bane and Cathy Hollingsworth. Carolyn Taylor emailed the November meeting minutes apologizing for confusion surrounding the multiple copies sent. The final corrected minutes will be re-sent to ensure that the correct copy is posted to the web site. A motion to approve the minutes as presented was made by Tom Wilkerson with second by Judy Galloway and passed unanimously. The Financial Report for November was presented by Chairman Heather McFarland in the absence of Treasurer Christi Bane. The account balances as of 11/30/20 are as follows: General Acct \$4,272.92, Special Acct \$12,176.20 and Friends Acct \$2,096.19. There was a question about the amount spent in November for the Summer Reading Program with no answer in the absence of Treasurer Christi Bane. A motion to approve the Financial Report was delayed pending the explanation of spending so late in the year for the Summer Reading Program.

### Regional Report

Jenny Gillihan, Regional Library Assistant Director, attended the meeting via Zoom with a comprehensive report. The first item on the Regional agenda was "Standards Targeted" and we are targeting TEL training for both library trustees and the public. Since we are late in meeting the standard and the training can be done virtually, we will combine this with the next regular meeting and have the training at the end of the January 7 meeting. Since Jenny could not attend in person, the Trustee Orientation that was to be held prior to the December 5 meeting was rescheduled to 30 minutes prior to the January meeting and will be conducted by Mary Carpenter. Jenny introduced us to another facet of TEL – Transparent Language Online. This is a way for all those with English as their second language to learn to speak and use English as well as for those wishing to learn another language to do so. It is free but users must create an account so that progress can be monitored. The video in "Language Learning Path" – "Kid Speak" is geared for children but there are videos geared for adults as well. American Sign Language is not currently offered. In the R.E.A.D.S. Circulation handout, Jenny advised that our November numbers are down from October but this is consistent with the entire region. She is not overly concerned due to the time of the year that is so busy. The important trend is that our November numbers are up for three consecutive years. In the Upcoming Events – CARES Grant (4/21/20 – 5/31/21) purchases should be made as soon as possible. Technically we have until April to spend the state and federal funds of \$6,000.00. We need to be pro-active and spend sooner rather than later as funds may not be available. Purchases under the TECH Grant (10/1/20 – 4/15/21) have not come back yet. A Holiday In-Service training session "Service Philosophy" will be a one hour virtual event held on December 10. On January 14 there will be a Children and Youth Services Roundtable – TEL for Kids with the TEL coordinator for the state. On January 28 there will be a Technical Services In-Service which will

deal with the library collection development; i.e. how to inventory and maintain the collection of materials in the library. The Regional Office will be closed on December 24 and 25 and January 1 for Christmas and New Year's Day holidays.

#### **Director's Report**

Marie Davis reported that HPPL has added 80 books so far this year. In the month of November, there were 96 library visits and 64 more people in READS. Marie requests a list of authors, books and movies that people would like to see added to the collection so that she can have direction in what to order. The HPPL received a \$500.00 donation in November. To decorate for Christmas, Marie would like to have lights for the bushes with wreathes for the building. She would like to have a white paint pen to draw a Christmas tree on the door which would be decorated by children using die cut ornaments they have created. A die cut disk can be checked out for the Regional Library for use in this project. A motion by Tom Wilkerson with a second by Carolyn Taylor and approved unanimously authorized spending not more than \$300.00 for these decorations. She needs black chalk paint for the chalk wall in the library and was advised that since the paint is about \$10.00 at Lowe's and that amount is within the limit of her discretionary spending, she should pick that up. She needs trash bags and paper towels and Heather advised that she call Lisa at City Hall to request these items from the Town of Trimble.

#### **Committee Reports**

##### **Communications**

Angie reported that she contacted the principal of Trimble Elementary School regarding TEL. There are currently 154 students. The teachers need Professional Development hours and the TEL training is approved for this purpose. The teacher training can be virtual training. Jenny will check and see if Nashville has information that can be sent home with the children and will obtain these supplies if they are available. Angie will put Principal Cindy Hutchins in touch with Jenny. For now the focus should be on TEL only – SORA should be a separate topic for a later date.

##### **Old Business**

Heather McFarland reviewed the standing committees per the By-Laws and asked for volunteers with an interest in the specific committees. They are as follows: Personnel and Policy – Judy Galloway and Christi Bane; Budget – Carolyn Taylor and Jane Taylor; Planning – Angie Ballard and Heather McFarland; Maintenance – Tom Wilkerson and Rick Isbell; Public Relations – Christi Bane and Angie Ballard. Heather reported that the background checks previously submitted all came back clear. The board met on November 30 to complete Marie's performance evaluation review and Marie submitted her evaluation to Heather. Heather will schedule a meeting with Marie to review the comments. The Christmas Tree Lighting under the direction of the Trimble Women's Club will be Sunday December 6 at 5:30. The HPPL will provide hot chocolate in a COVID safe manner from the porch. The Library will not be open to the public. Tom requested that a table be set up for children to leave their letters to Santa Clause if there are any not turned in to school. Marie will pick up supplies and Carolyn will borrow and deliver a large electric coffee urn to be used to heat the water. Jane, Tom and Marie will work the event.

### **New Business**

The TEL training for the trustees will follow the January regular board meeting. A motion by Rick with a second by Angie was approved unanimously to provide pizza for the trustees since the training will overlap the dinner hour. In the second item of New Business, Heather read a letter from Treasurer Christi Bane resigning from her office as Treasurer effective January 7, 2021. She will continue to serve as a Trustee. Heather nominated Cathy Hollingsworth to fill the office of Treasurer but since Cathy was not at the meeting, Heather wanted to talk with her before any motion or format action was taken. If Cathy is not able to fulfill the office then Jane Taylor will be the nominee since by the January meeting, Jane Taylor will have been approved by the Town of Trimble as a Trustee. Jenny noted that in most smaller libraries, the Treasurer is just in charge of the numbers and accurate reporting/classification. The bank accounts are actually held by and all activity conducted by the city where the library resides

### **Adjournment**

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

Next regular meeting will be Thursday, January 7, 2021 @ 5:00PM

Respectfully submitted  
Carolyn Taylor, Secretary