

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

74 Parks Plaza  
Trimble, TN 38259  
February 2, 2023  
5:00 PM

The Board of the Hamilton Parks Public Library met in a regular meeting with Board Chairman Angie Ballard presiding. Trustees present were Carolyn Taylor, Cathy Hollingsworth, Jane Taylor, Penny Gibbons and Jason Mathis. Amy Ellis was absent. Also present were Director Lora Milligan and Regional Director Jenny Gillihan. The minutes for the December meeting were approved on a motion by Penny. Treasurer Jane Taylor presented the Financial Reports for November and December noting that January reports are not yet available. The Financial Reports were approved on a motion by Carolyn. While in discussion about the Financial Statements, Carolyn presented the December Year to Date budget reports showing total income and expenses for both the General and Special accounts. Going forward, Angie advised that since our Library Board is less than 12 members, board motions can be voted without a second. We can also approve multiple standard items in one motion via a consent agenda which will save meeting time.

### **Regional Report**

Regional Director Jenny Gillihan advised that the Standards being targeted for all libraries are the Long Range Plan and Core Competencies. She is happy to report that HPPL has completed the Core Competencies and is in the final stages for the Long Range Plan. She presented the Standards Survey Report for HPPL. The survey is based on the 2021-2022 year and provides suggestions (not requirements) for the bare minimum expectations of operations areas. She did advise that some areas currently noted as N (not meeting expectations) will be Y in the next report as HPPL has now met the Standard (example HPPL now has an ADA compliant workstation). There are some standards that can easily be met in this year. She complimented that HPPL is providing Level 5 Library service in some of the standards and there are no Level 5 Libraries in the Obion River Region. Jenny noted that the Legislative and Mayoral Breakfast has not been held at the Regional Library for the past couple of years due to COVID and the decision was made not to host it this year. Instead the Regional Library will put together the localized information packets for each library so that they can host their own meetings. She noted that the March 22 All Libraries Conference will be held at UTM and is open to board members. She recommends that HPPL get a sub so that Lora can attend this meeting.

### **Director's Report**

Director Lora Milligan reported 283 visitors to HPPL in December with 265 checkouts and 216 visitors in January with 326 checkouts. Our Saturday attendance is up with the Saturday Scholars program (more details in New Business). In our R.E.A.D.S. numbers there were 194 adults and 3 children. It was suggested to send something to Trimble Elementary to go home with children about the R.E.A.D.S. program. Our new books are coming in including large print books. The 2023 Technology grant was approved and equipment is being ordered. We have been asked to provide assistance with the Trimble Elementary School Book Fair in the set-up and take-down as well as assist each day but will not have to work the cash register this year. The set up will be Thursday, February 16 and the Book Fair will begin on Friday, February 17 running through February 24. A book cart was donated to HPPL but it will not accommodate an attached tray. Lora was advised that since funds had been approved she should purchase a cart with the tray.

### Old Business

**Long Range Plan** – Angie reported that the Long Range Plan is basically final. However, she wants to attend the Regional Long Range Planning Workshop on February 8 before submitting. This workshop could provide needed additional information that might enhance the HPPL plan.

**Bathroom Remodel** – The work on the bathroom will be done over a weekend in April.

### New Business

**New Programming** – There are several new programs in progress or planned. The Saturday Scholars is a program in place through the end of March each Saturday morning from 9:00 till 10:30. This is in cooperation with Trimble Elementary School to prepare 3<sup>rd</sup> Grade students to pass the standardized test in order to be able to advance to 4<sup>th</sup> Grade. There are currently 10 students who meet with volunteers and teachers to practice testing protocol. The Tuesday After School Program is providing 20 students the ability to learn ASL (American Sign Language) using TEL. The Thursday After School Program is providing kits on how to write a book with Lulu Jr. Angie is excited to announce an adult program in cooperation with UT College of Nursing. A Community Health Fair will be held on February 7, 2023, from 10:30 to 1:00 at the Trimble Community Center.

**Board Meeting Time/New Trustees** – Trustee Amy Ellis has submitted her resignation from the HPPL Board due to her work schedule conflicts. We had previously voted to move the meeting time to 5:30 in an effort to allow Amy to get to the meetings. On a motion by Penny, it was approved to move the meeting time back to 5:00. As we will now need a new Trustee, Angie provided a Board Application Template with the duties outlined as well as an application form. She also provided a Board Candidate Rating Form for candidate evaluations. Rather than appointing committees, Angie asked each of us to serve where our areas of interest lie. The Committees should meet monthly (if necessary) and report to the Board at the bi-monthly meetings.

### Adjournment

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

Next regular meeting will be Thursday, April 6, 2023 @ 5:00 PM.

Respectfully submitted  
Carolyn Taylor, Secretary