

THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza
Trimble, TN 38259
February 1, 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 and Carolyn Taylor. Trustees Donna Simpson and Jane Taylor were absent. Regional Director Jenny Gillihan and Director Brittany Pearson were also present. The December minutes were approved on a motion by Jessica. In the absence of Treasurer Jane Taylor, the Financial Reports for November and December 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 Carolyn.

Regional Report

Regional Director Jenny Gillihan noted that the Core Competencies Standard is in progress with work being done by Brittany and the Image Evaluation is due every three years. 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 will get someone to come and do the HPPL evaluation prior to April 30 and we will have the report in May for our June meeting. She noted that she completed the Trustee Refresher Course prior to the start of the meeting for Carolyn and Jason. In discussing the Board Appointments for FY 24-25, Angie reported that the Trimble Board approved Donna Simpson to fill the unexpired term of Cathy Hollingsworth that will run until June 30, 2025. Carolyn advised that she has submitted her written resignation from the Board of Trustees effective with the end of her Term 1 on June 30, 2024. She noted that will be available to answer questions and serve as a consultant if needed. Jenny noted the upcoming meeting dates specifically the March 14 Technology Plans Workday and the March 28 All Libraries Conference which will include regional libraries, public libraries and school libraries. At the April HPPL Board Meeting on April 4, neither Jenny nor Kathryn will be able to attend as they will be at the TNAL Conference in Franklin, Tn. She also noted that they need a copy of our most recent bylaws.

Director's Report

Director Brittany Pearson reported 438 visits with 301 checkouts (physical and online) in the month of December and 276 visits with 175 checkouts in January (physicals only as January online numbers not yet available). The January totals are exceptional given that the library was closed for two weeks (bad weather and inventory). We have had 12 new patrons request library cards in December and January. The Christmas Party Even brought in 30 people who participated in 20 crafts. Alderman Don Byrd read "The Night Before Christmas" to the children in attendance. The Inventory was completed with all errors corrected. All that remains to be weeded is the Adult Nonfiction Section and the Young Adult Section. In the Inventory reconciliation, we deleted over 585 records and weeded 200 children's books which were donated to United Way. HPPL will host classes on Nutrition and Budgeting in conjunction with the UT/TSU Dyer County Extension Service. Dates and times are being worked out. These will be free and will consist of 6 one-hour classes. New programming is posted in the Event Calendars. Help is needed for the Thursday, Feb 15, "Love Your Library" event which will be after school at 3:00 and will be a valentine theme. We will be facilitating the TES Book Fair February 20-23 with set up Thursday, Feb 15 at 11:30. There possibly will be a preview time (night?) for parents to come and see what books are available. Principal Cindy Hutchins will advise if that happens and the time. Volunteers are needed for this event.

Old Business

Bathroom Remodel – The bathroom remodel is essentially completed. The tile for the floor was donated by Carolyn Taylor. All that remains is to paint and install a threshold for the door.

Image Evaluation - discussed in the Regional Report

New Business

Partnership with Lions Club – The Trimble Lions Club has only 7 members so we are going to partner with them on upcoming community activities. They have a group of young people who work for Community Service Hours so that will provide a source of hands/bodies for HPPL.

TES Book Fair / Library Closure Makeup - The Book Fair set up is scheduled for Thursday, Feb 15 and the Book Fair itself is Feb 20 – 23. In order for Brittany to be at TES, the Library will have to be closed or have a Sub. Jenny advised that it is allowable to close as long as there is adequate public notice. On a motion by Jessica, it was approved that the library have reduced hours during the TES Book Fair. Since Brittany cannot be paid when the library is closed, Penny moved that with authorize 10 extra hours for Brittany during this time. The motion passed.

Director's Bonus – Jenny advised that she does not have any of the physical records from the Friends of the Library. Angie will search further to find the checkbook and records. Once they are in hand, steps will be taken to get the previously approved bonus requested from the Friends and paid.

Adjournment

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

Next regular meeting will be Thursday, April 4, 2024 @ 5:00 PM.

Respectfully submitted.
Carolyn Taylor, Secretary-