

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

74 Parks Plaza  
Trimble, TN 38259  
January 7, 2021  
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, Cathy Hollingsworth, Rick Isbell, Carolyn Taylor, and Jane Taylor. Trustee Christi Bane and Regional Representative Jenny Gillihan attended via Zoom. Also present was Director Marie Davis. Absent was Trustee Tom Wilkerson. Heather distributed copies of the minutes and the financial report. A motion to approve the minutes as presented was made by Judy Galloway with second by Angie Ballard and passed unanimously. The Financial Report for December was presented by Chairman Heather McFarland with comments by former Treasurer Christi Bane. The account balances as of 12/31/20 are as follows: General Acct \$3,106.03, Special Acct \$12,608.37 and Friends Acct \$2,096.19. A motion to approve the Financial Report was made by Rick Isbell with second by Jane Taylor and passed unanimously.

### **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 will meet the TEL Training goal with a Zoom session at the conclusion of the regular meeting. Prior to the start of the regular Trustee meeting, Jenny conducted the Trustee Orientation for Jane Taylor and Cathy Hollingsworth along with Judy Galloway and Heather McFarland. Jenny announced that the TOP Grant for 2021 will run for the fiscal year – July 1 through June 30 – which will be much easier to manage. The grant will be up to \$20,000.00 and is a matching grant based on the level of the library. Levels I and II will pay 10% and Levels III and IV will pay 20%. For HPPL, as a Level I library, we will pay 10% of the funds and TOP will pay 90% of the funds to be spent. The TOP grant includes funding for digital literacy training, hotspots and video recording/editing software. Digital literacy training is a requirement of the grant and can be in-person, live virtual or recorded with at least 4 classes documented. The training can be provided by library staff or the library can request funds from the grant to hire a trainer with no match required for the training classes. The TOP hotspots funding can be for new or existing hotspots and may be a way to extend the CARES grant hotspots after current expiration. The video recording/editing software is not currently covered under the CARES grant.

Due to COVID restrictions, the Obion River Legislative/Mayoral breakfast will have a new format for 2021. Rather than an in-person breakfast on the morning of Feb. 5, the Regional Library will mail packets of information to national, state, regional and local representatives containing detailed accounts of how our library has benefited the community and what will be lost if we do not exist. This is a good lobbying opportunity for us. Jenny advised that a ticket should be logged with CJ to have a long term plan for technology to include "meeting to discuss technology plan" before January 24 to be included. Our information is due to the Regional Office before Monday, January 25 so it can be prepared and mailed. In the R.E.A.D.S. Circulation handout, Jenny advised that our December numbers are positive and HPPL had the highest percentage increase of the entire region. In the Upcoming Events – CARES Grant (4/21/20 – 5/31/21) purchases should be made as soon as possible and must be made by May 31. Purchases under the TECH Grant (10/1/20 – 4/15/21) must be completed by Apr 15 and must have an

approved contract. 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 and cataloging. The Regional Office will be closed on January 18 for MLK Day. On Mar 11 there will be Service Philosophy Training for all staff.

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

Marie Davis reported that HPPL has \$200 so spend for new classic books inventory for the Robert Ell Hurt Bookshelf. She handed out a list of the books that have been purchased to date and requested suggestions for new classics to be added. We can purchase books through the R.E.A.D.S program which is less expensive than Amazon. Marie also requested suggestions for updates for to the regular collection of books and movies. It might be to the advantage of HPPL to become a member of R.E.A.D.S. Advantage which has a membership fee attached but puts our library into a preference position to receive materials ordered. We have had some orders that have taken up to nine months to be filled as the books were out to other libraries.

#### **Committee Reports**

##### **Communications**

Angie Ballard reported that we are completely spent on our grants. All the equipment has been ordered and some orders have been received. The computers are back-ordered. Jenny advised that she has not seen all the invoices. This may be a time lag in equipment coming in and invoices being received. Heather thanked Angie for getting the ball rolling and keeping up with the grants for HPPL.

##### **Old Business**

Heather McFarland reviewed the standing committee membership determined at the December meeting. Since Cathy Hollingsworth was not in attendance for that meeting, she was asked her preference on which to serve and it was determined that she will serve on the Planning Committee. The other old business items (Trustee orientation and TEL Training Standard) will have been completed as of the end of the meeting.

##### **New Business**

With the position of Treasurer to be filled, Heather McFarland had previously recommended Cathy Hollingsworth pending her willingness to assume the office. On a motion by Angie Ballard with a second by Rick Isbell, Cathy Hollingsworth was elected to serve as the Treasurer. Motion carried unanimously. The next Standard to be targeted for the Board of Trustees is the development of a Long Range Plan. Jenny advised that by meeting this Standard, other planning standards will be met as well as they have direct correlation with Long Range Planning. Jenny advised that the planning committee should be either 5 or 7 members and should include patrons as well as non-patrons. There should be input from the community at large about what the library should look like as well as who is using the library and why plus who is not using the library and why. The HPPL should develop a survey to go out to the general population of the community with the hope that we will get back a good representation in the responses. We can use email, social media and library signage/conversations as a means to get the survey distributed. There are survey tools available. Christi mentioned Survey Monkey and Heather

mentioned Google Form as possibilities that can be used. There is no way to predict the response – we just have to put out the survey and trust that good information comes back to us.

**Adjournment**

With no further business, Heather requested a motion for adjournment. Cathy Hollingsworth moved to adjourn seconded by Jane Taylor and motion passed.

Next regular meeting will be Thursday, February 4, 2021 @ 5:00PM

Respectfully submitted  
Carolyn Taylor, Secretary