

## THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza  
Trimble, TN 38259  
March 4, 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, Carolyn Taylor, Jane Taylor, Rick Isbell and Tom Wilkerson. Trustees Christi Bane and Cathy Hollingsworth were absent. Additionally Regional Representative Jenny Gillihan attended via Zoom and Director Marie Davis was present. Heather distributed copies of the minutes and the financial report. A motion to approve the minutes as presented was made by Rick Isbell with second by Angie Ballard and passed unanimously. The Financial Report for February was presented by Chairman Heather McFarland in the absence of Treasurer Cathy Hollingsworth. The account balances as of 02/28/21 are as follows: General Acct \$2,865.07 and Special Acct \$21,887.57. There was no report for the Friends Acct February balance but the December balance was \$2,096.19. There was some confusion about the presentation of the financial statements as the line items are showing net income when clearly the expenses in the month exceed the income. The statement needs to be adjusted to show negative numbers. There was no motion to approve until the corrections can be made. Since we have not received a Friends account statement for the past two months, a discussion about the Friends of HPPL ensued. The Friends is a separate entity and the activity and bank statement really do not need to be a part of the Trustees purview. There really needs to be a structure similar to the HPPL Trustee Board to manage the Friends of the HPPL. Heather mentioned that Trustee Judy Galloway will be rolling off the Board when her term expires at the end of June. Judy wants to remain an active part of the HPPL activity and she will become involved in getting the Friends set up as it should be. The Friends members pay annual membership dues which are then used to fund and assist in the various activities of HPPL. Christy Belonio has the Security Bank debit card and Judy will get with Christy and Security Bank to make any changes needed.

### **Regional Report**

Jenny Gillihan, Assistant Regional Library Director, attended the meeting via Zoom with a comprehensive report. The first item on the Regional agenda was "Standards Targeted – Long Range Plan" and Jenny will be working with us on meeting this Standard. In highlighting the TEL, Jenny gave an interesting training presentation on the new career tool that is available – Career Prep. The tool is free but users must create an account in order to save any progress made when working on or creating a resume. There are various resume templates that can be used or a previous resume can be imported. There is also the ability to connect with other resources such as Linked In. There have been a couple of grant snags for HPPL. Under the CARES Grant, the Chrome Books previously ordered are not available. We will have to purchase them through Amazon. While we were in the meeting Marie Davis got into the Amazon account and ordered 5 14 inch Chrome Books – 4 which will be applied to the CARES Grant and 1 which will be applied to the TECH grant. She will need to send the invoice to Lisa to get this applied to the Grant. The monitors that were ordered have not yet shipped; we just need to have the invoice in time for apply to the grant. This issue is that the company cannot invoice unless the product is shipped. We were awarded \$5,886.00 and have spent \$4,338.00. We still have \$950.59 that is not a "match required" amount that is available to spend any way that we need. It was suggested that we can

get a good laptop with a microphone and camera. We prefer an HP. CJ has found one that meets our needs within the \$950.59 price cap and will order it for us. Under the TOPS Grant, Jenny found an error on the form and corrected the amount from \$200.00 to \$2,000.00. Marie just needs to sign and Jenny will re-submit the form for us. Our R.E.A.D.S. numbers are growing steadily each year which is a very positive step for HPPL. Jenny clarified that grant funds pay for product but not sales tax on that product. HPPL may have to pay any sales tax out of the Library Special Account. The City of Trimble Amazon account apparently is not a 'tax free' account. The City may need to investigate gaining sales tax free status.

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

Marie Davis, HPPL Director, displayed the books that have been donated and purchased to be added to the Robert Ell Hurt Bookshelf of Classics for the Trustees to view. Some of the purchased books are actually used but are in "like-new" condition and are very pretty. It was suggested that Marie post to Face Book pictures of what we have received for the Classics Bookshelf. It was also suggested that a list of the classics offered by HPPL be put on the Library website.

#### **Old Business**

Heather McFarland reported that Lora Milligan has been named as the substitute for Marie Davis. She has passed the background check. Marie will put together a list for the job duties, parameters and expectations for Lora.

#### **New Business**

Heather McFarland reported that Trustee Judy Galloway will roll off the Board when her second term expires at the end of June 2021. She asked that we begin to consider people who would be willing and able to join the Board keeping in mind the by-laws residency requirement. By-laws state that 4 members reside inside the city limits and 5 outside the city limits. For the Summer Reading Program in June, Marie would like to see the program be on-line and outside if the weather permits. The children would not be inside the Library for this event. She would like to see CARES money spent for a cell phone tri-pod that could be used for video or Face Book Live for this event. Marie will need money to spend on summer reading activities and bags and will put together details for our next meeting. How we advertise and promote will depend on exactly what the event will finally look like. One recommendation is for board members who use Face Book to share the posts about HPPL activities. However, not everyone uses Face Book so other methods need to be determined.

#### **Adjournment**

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

Next regular meeting will be Thursday, April 1 2021 @ 5:00PM

Respectfully submitted  
Carolyn Taylor, Secretary