

THE BOARD OF HAMILTON PARKS PUBLIC LIBRARY

74 Parks Plaza
Trimble, TN 38259
December 7, 2023
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, Carolyn Taylor and Jane Taylor. Also present were Assistant Regional Director Kathryn McBride and Director Brittany Pearson. Guests in attendance were Lori Miller and Donna Simpson. The October minutes were approved on a motion by Penny. Treasurer Jane Taylor presented the Financial Reports for September and October noting that November reports are not yet available. The Financial Reports were approved on a motion by Carolyn.

Regional Report

Assistant Regional Director Kathryn McBride reiterated that the Standards targeted this year are Core Competencies and Image Evaluation. Brittany has completed about ½ of the Core Competencies evaluation which is due May 24. The Image Evaluation information can be found on Page 28 of the Trustee Manual. There will be a Refresher Orientation 30 minutes prior to the next meeting which will be a new spiel by Jenny or Kathryn to refresh the understanding of the duties of the Trustees. Kathryn highlighted 2 regional hybrid meetings to be held in January – Finances and Budgets on Jan. 4 and Maker Spaces in Small Libraries on Jan. 18

Director's Report

Director Brittany Pearson reported 388 visits with 288 checkouts (200 in Libby) in the month of October and 225 visits with 315 checkouts in November. We have had 3 new patrons request library cards in October and November through the on-line portal. Brittany has created an easy way to apply on-line for Library membership. A QR code is available on the HPPL website to complete the application. Cards must be picked up in person. Brittany has attended the Summer Reading Training and the Leadership in the Library Training. At the TES Fall Fest 200 bookmarks with library hours were distributed. In the months of October-November there were 10 different programs with 70 total in attendance (can provide a reconciliation). We have added 104 new titles. The Library is required to conduct an inventory and volunteers will be needed. On a motion by Jessica, it was approved that the Library will be closed the second week of January in order to conduct this inventory. This entails individually scanning all the inventory and correcting any errors in the records.

Old Business

Bathroom Remodel – on hold

New Business

3D Printing Policy – On a motion by Jason, the 3D Policy was approved and will be in effect immediately. used with the revised sections highlighted. The signed policy will be required from our Public Access users as well as attached to each Hot Spot application. The policy was unanimously approved on a motion by Jason.

Image Evaluation – This is a standard that should be updated every 3 years at a minimum. Jessica highlighted several areas that can easily be accomplished (i.e. new hours decal, name tags) and several areas already completed or should be completed soon (i.e. bathroom remodel).

Programming – Volunteers needed for Christmas Party - Brittany advised that volunteers are needed to provide sugar cookies for the Christmas Party that will be on Thursday, December 14.

New Board Member – Trustee Cathy Hollingsworth has submitted her resignation as they are soon moving out of state. Angie submitted the name of Donna Simpson as a new Trustee. Donna has volunteered at the Library and is a Patron. On a motion by Penny, Donna was approved pending her background check.

Additional Item – Angie raised the issue of how to provide a bonus for Brittany for the outstanding job she has done in the director’s position. Carolyn advised that the issue is a “sticky wicket” with the City of Trimble since Brittany is paid under the City of Trimble payroll system which feeds into the Library General salary account. After much lively discussion the idea of paying a bonus from the Friends of the Library account would be the way to accomplish this. Angie proposed a bonus of \$1 per annual library hour which would be \$1,118.00. This was approved on a motion by Penny.

Adjournment

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

Next regular meeting will be Thursday, February 1, 2024 @ 5:00 PM.

Respectfully submitted.
Carolyn Taylor, Secretary-