

Minutes
McIver's Grant Public Library Board of Trustees Meeting
Thursday, October 3, 2024 Make up meeting from September 19, 2024
1:00 – 2:00PM

Those in attendance: Jarred Conway, Library Director Vanessa Cain, Claire White, Steve Guttery, Lisa Chesney, Bookkeeper Phyllis Bowers, Friends of the Library Pat Jones and Patsye Jones, Obion River Regional Library Director Jenny Gillihan. Not in attendance-J. Dan Gullet and Kristyn Gadlodge.

Jared Conway called the meeting to order.

There were no public comments.

S. Guttery made a motion to approve the Minutes from August 15, 2024 and also the July and August financials. L. Chesney seconded. Motion passed.

REGIONAL LIBRARIAN'S REPORT

Obion River Regional Library Director Jenny Gillihan discussed:

1. Standards targeted FY 23-24 including Trustee Certification, > J. Dan Gullet, S. Guttery, L. Chesney, and C. White are currently certified. Disaster Plan and TEL Training.
2. Electronics Circulation 23-24 - Libraries are moving towards electronic books, Ebooks and Audiobooks made up 52%. Explanation on how digital books are accessed was explained.
3. Annual Documents have been completed.
4. Maintenance of Effort (MOE) - has been submitted.
5. Regional Orientation/Refresher will be completed by S. Guttery and L. Chesney today.
6. Board appointment FY, two current vacancies, but will be tabled until the next meeting.
7. Upcoming dates listed.

COMMITTEES

Personnel:

-Update on Annual Review of Library Director - will hold until all Board members are in attendance.

-Erin Bailey is back as the Front Desk Clerk/Communications Coordinator.

-Applications are coming in for the IT Coordinator and Gail Boyd is moving to Minneapolis.

Finance:

-New Financial Report - P. Bowers went over the new format and made sure everyone understood.

-Audit - completed thanks to P. Bowers' great job of getting all documents to the CPA.

-John Lannom Donation - This is the second year \$10,000 was received. These funds went into the Special Account. Allocations/One-time gift- Allocations lasted until September 6, 2024. On September 30, 2024 both the City and County checks were received.

Positive Pay - This system will approve all checks coming in with all fees waived, \$100 setup and \$10 monthly, due to a fraudulent check being received.

Plumbing/HVAC update- Maintenance and repairs exceeded the budgeted \$1000 due to leaking toilets and HVAC.

S. Guttery inquired about auto flushing commodes so patrons don't kick the flusher, which is more than likely causing the leaks. V. Cain will look into this.

FOL

Extra chairs going into storage. The Luncheon made \$300 from their sack lunches. There will be another Luncheon on October 18, 2024. The Book Sale will be October 24 - 26, 2024 with a sidewalk sale on the last day. Many donations have been received for this sale. Membership cards are being worked on and the \$500 grant was awarded.

FOUNDATION

A Will was received on behalf of James H. McClure. The Library is set to possibly receive \$50,000 as listed. With the Foundation paying the \$17,000, we will move forward with our lighting repairs. DOT Foods has given \$15,000, so far \$7,500 has been received.

OLD BUSINESS

Trustee Workshop-S. Guttery and V. Cain attended.

NEW BUSINESS

S. Guttery made a motion to nominate Lynn Taylor to fill the vacant Trustee position. C. White seconded. Motion carried.

-William Northcutt sent an email to V. Cain regarding his consideration for the Board.

-Amend Library hours due to not having enough outside lighting. V. Cain stressed the need to keep the library staff and patrons safe. A motion was made by L. Chesney and seconded by C. White to change October hours only at this time.

LIBRARIAN'S REPORT

V. Cain updated board members on:

-Laptop policy to be changed for the new laptops due to them being much more expensive. A motion was made by C. White and seconded by S. Guttery.

With no CLOSING REMARKS, J. Conway adjourned the meeting with a second from L Chesney. Motion Passes. The next meeting will be in 2 weeks.

Respectfully submitted,
Lisa Chesney

