

Gibson County Memorial Library Board Meeting Minutes Tuesday, March 11, 2025

Attendance

Board Members Present: Jerry Phillips – Vice Chairman, Zach Marbrey – Secretary, Charlotte Halford, Shaula Alexander, Tina Miller, Sam Doaks

Board Members Absent: Larry Kimery, Alternate Sandy Moss

Regional Library – Kathryn McBride

Library Staff: Sarah Martin, Emily Cooper

Guests: Tony Burriss – Mayor of Trenton, Nelson Cunningham – Mayor of Gibson County Friends of the Library

– None

Call to Order

Jerry Phillips, Vice Chairman called the meeting to order at 9:58am

Public Comment

There was no public comment.

Previous Meeting Minutes

Minutes from the January 14th meeting were presented approved as presented

Director's Report

Sarah Martin provided the Director's Report, and it is attached.

Financial Report

Sarah Martin presented the Financial Report and it is attached.

Circulation Report

Sarah Martin presented the circulation report, and it is attached.

Regional Report

Kathryn McBride presented the regional report and it is attached.

Unfinished Business

There was no unfinished business.

New Business

- Patron photo album issue had been resolved prior to the meeting and required no action.
- Motion was made by Charlotte Halford and Seconded by Sam Doaks for Jill Harper to be fill the open Alternate Board Member position pending County Commission Approval – Motion passed unanimously.
- Sarah Martin presented that she would like to pursue for herself and Emily Cooper to be Public Notaries for the library. The board voiced no objections.
- Sarah Martin requested the board put in place an out of county library card policy. The board voiced no objection but stated for it to be referred to the policies committee and presented at the next meeting.

• Motion was made by Shaula Alexander and seconded by Charlotte Halford to close the Library on March 27th for the staff to attend a training conference in Martin hosted by the Regional Library System.

Committee Reports

- Finance Committee – Zach Marbrey provided a spreadsheet comparing GCML salaries to comparable libraries in the region showing the discrepancy of the pay scale at GCML. It was noted the financial committee would meet and work on the budget.
- Planning/Long Range Planning – No report
- Maintenance/Building Committee – No report, though Mayor Cunningham stated that due to some emergency repair setbacks at other county properties and the poor weather the bathroom renovation was set to start next week.
- Policies and Personnel – No report
- Public Relations – No Report

GCML Foundation Update

Charlotte Halford advised they would be meeting with the architect on March 24th at 1:30pm to work on plans for the renovations.

Friends of GCML Update

No friends present, Vice Chairman Jerry Phillips reminded everyone of the fundraiser hosted by the friends on Monday, March 17th from 11am-1pm. He stated it was a large fundraiser, and they would have soup, chili, and an auction.

Collection for Imagination Library

\$43.00 was collected for Imagination Library

Next Meeting Date

May 13th at 10:00am

Adjournment

Motion was made by Jerry Phillips and seconded by Zach Marbrey. Motion passed unanimously and meeting was adjourned at 10:24am.

Board Meetings for the 2024 Fiscal Year

All meetings will be held at the library at 10:00am on the second Tuesday of every other month.

- May 13, 2025

Gibson County Memorial Library Board Meeting Minutes
Tuesday Jan 14, 2025, 10am

In Attendance

Board Members: Chair, Larry Kimery, Vice Chair, Jerry Phillips, Shaula Alexander, Tina Miller,
Zach Marbery, Charlotte Halford, Sam Doaks
Regional Library Representative: Jenny Gillihan
Library Staff: Sarah Martin
Guests: Mayor Cunningham, Mayor Burriss, Maxine Foster

Call to Order

Chair Kimery Called meeting to order.

Guests

Chair Kimery welcomed guests and opened the floor for comments. Ms. Foster pointed out incorrect date on Agenda.

Reading of the Minutes

Minutes from the following meetings were presented and approved

Date of Meeting	Motion	Second	Approved
Sept. 10, 2024	Jerry Phillips	Charlotte Halford	•
Oct. 1, 2024	Zach Marbery	Shaula Alexander	•
Oct 7, 2024	Charlotte Halford	Shaula Alexander	•
Oct. 29, 2024	Zach Marbery	Jerry Phillips	•
Nov. 12, 2024	Charlotte Halford	Jerry Phillips	•
Dec. 10, 2024	Zach Marbery	Shaula Alexander	•
Dec. 20, 2024	Zach Marbery	Charlotte Halford	•

Director's Report

Sarah Martin delivered the directors report.

Financial Report

Sarah Martin pointed board members to the financial report printed out in their board packets.

Circulation Report

Sarah Martin pointed board members to the circulation report in the board packets.

Regional Report

Jenny Gillihan gave the Regional library report.

Unfinished Business

The board discussed the open staff positions that needed to be filled for Youth Services Librarian and Assistant Director.

New Business

The board welcomed newly appointed trustee Sam Doaks.

Committee assignments were discussed and were decided as follows:

Finance	Planning and Long Range Planning	Maintenance and Building	Policy and Personnel	Public Relations
Larry Kimery Zach Marbery	Shaula Alexander Sam Doaks	Larry Kimery Jerry Phillips	Zach Marbery Charlotte Halford	Charlotte Halford Tina Miller

Appointing a secretary for the Board was discussed. Zach Marbery volunteered and was approved by vote.

Committee Reports

Finance - Salary comparison for similar sized libraries was presented.

Planning - No report

Maintenance/Building - Bathroom renovation to begin in March.

Personnel - County working on new universal personnel policy manual

Public Relations - No report.

GCML Foundation Update

Charlotte Halford gave the Foundation update.

Friends of GCML Update

Guest Maxine Foster gave Friends of the Library Update

Collection for Imagination Library

\$20 was collected for the Imagination Library

Next Meeting Date

March 11, 2025 10am at the Gibson County Library

Adjournment

Jerry Phillips moved to adjourn

Board Meetings for the 2024-25 Fiscal Year

All meetings will be held at the library at 10am on the second Tuesday of every other month.

-May 13th 2025

Gibson County Memorial Library
Director's Report
Mar 11, 2025 10:00 AM

Over the past two months, I have officially promoted [Emily Cooper](#) to the position of Assistant Director and have hired Kaitlyn Zarecor as our children's librarian. Our team has been moving forward smoothly with full time library hours again as of the second full week of February, and the public has been so excited that the library is open on Saturdays again that we saw 27 people brave the storms and flooding on our first Saturday open.

Kaitlyn took over storytime a mere three days after her start date, and has been going strong. Our Storytime numbers are down a little because of the weather, but we have had a few brand new families excited to learn about the children's programming say they would come back!

In her interview, Kaitlyn expressed an interest in our long range goal of digitizing the genealogy materials because of her experience with the University of Memphis working on their digital archives. I found a book scanner that had been purchased previously in my office and Kaitlyn has been able to make a little progress towards that goal by beginning to scan the loose materials in the genealogy section. We have been doing a little preliminary research into platforms that might suit hosting digital materials but that is a goal that will probably need to wait till after the summer reading program to devote full brain power to.

I have completed Regional orientation meetings with Jenny, Kathryn, Jessica and Laura, and they have been a huge help in the details of the directors role that I was less familiar with.

I attended Friends, Foundation, and Imagination Board Meetings and have gotten familiar with my role in each of those groups. The Friends are excited to put on their Souper Luncheon and Silent Auction Fundraiser at the First Presbyterian Church next Monday the 17th.

Emily Cooper and Emily Williams have kept the library displays looking beautiful and filled with curated selections of books for the monthly themes. I'm always impressed with the work they do and I encourage you all to check out their displays!

The Tech grant has been spent down and we are just in the stage of waiting for the checks to be reimbursed to the county before our new purchases can be installed. We will be replacing three old patron computers with new Chromeboxes, and two staff desktops.

Submitted
Sarah Martin

Fund : 101		Sub-Fund:						
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
56500	Libraries							
103			(58,484.65)	(58,484.65)	42,047.61	(16,437.04)	71.90%	11,473.72
	Assistant(s)		0.00		0.00			0.00
105			(45,697.56)	(45,697.56)	22,430.65	(23,266.91)	49.09%	3,309.87
	Supervisor/Director		0.00		0.00			0.00
129			(29,242.31)	(29,242.31)	7,310.58	(21,931.73)	25.00%	0.00
	Librarians		0.00		0.00			0.00
169			(15,000.00)	(15,000.00)	5,607.90	(9,392.10)	37.39%	0.00
	Part-Time Personnel		0.00		0.00			0.00
201			(9,202.32)	(9,202.32)	4,587.12	(4,615.20)	49.85%	916.15
	Social Security		0.00		0.00			0.00
204			(3,749.23)	(3,749.23)	1,811.87	(1,937.36)	48.33%	415.42
	State Retirement		0.00		0.00			0.00
205			(10,000.00)	(10,000.00)	4,185.87	(5,814.13)	41.86%	0.00
	Employee And Dependent Insurance		0.00		0.00			0.00
212			(2,152.16)	(2,152.16)	1,072.78	(1,079.38)	49.85%	214.25
	Employer Medicare		0.00		0.00			0.00
307			(7,000.00)	(7,000.00)	2,612.91	(4,387.09)	37.33%	349.95
	Communication		0.00		0.00			0.00
310			(20,000.00)	(20,000.00)	5,000.00	(15,000.00)	25.00%	0.00
	Contracts With Other Public Agencies		0.00		0.00			0.00
334			(1,300.00)	(1,300.00)	672.15	(627.85)	51.70%	230.87
	Maintenance Agreements		0.00		0.00			0.00
348			(204.00)	(204.00)	204.00	0.00	100.00%	0.00
	Postal Charges		0.00		0.00			0.00
355			(900.00)	(900.00)	354.35	(545.65)	39.37%	0.00
	Travel		0.00		0.00			0.00
429			(2,650.00)	(2,650.00)	133.19	(2,516.81)	5.03%	0.00
	Instructional Supplies And Materials		0.00		0.00			0.00
432			(17,700.00)	(17,700.00)	10,054.95	(6,594.28)	62.74%	2,673.06
	Library Books/Media		0.00		1,050.77			(2,198.06)

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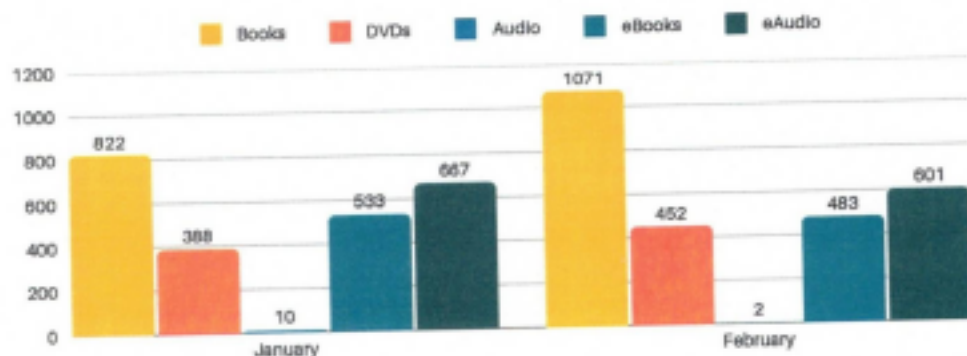
Gibson County Mayor
Statement of Expenditures and Encumbrances
January 2025

User: Leslie Milligan
Date/Time: 3/10/2025 2:53 PM
Page 2 of 2

Fund : 101 Sub-Fund:

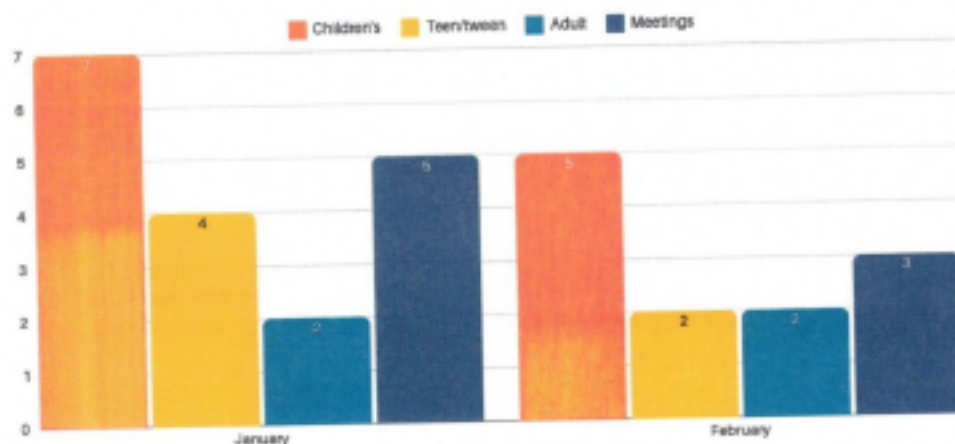
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
434		Natural Gas	(1,500.00)	(1,500.00)	540.51	(959.49)	36.03%	437.00
			0.00		0.00			0.00
437		Periodicals	(280.00)	(280.00)	35.00	(245.00)	12.50%	0.00
			0.00		0.00			0.00
452		Utilities	(6,000.00)	(6,000.00)	3,622.87	(2,377.13)	60.38%	461.08
			0.00		0.00			0.00
499		Other Supplies And Materials	(4,050.00)	(4,050.00)	2,061.08	(1,626.39)	59.84%	156.89
			0.00		362.53			0.00
502		Building And Contents Insurance	(3,884.76)	(3,884.76)	0.00	(3,884.76)	0.00%	0.00
			0.00		0.00			0.00
506		Liability Insurance	(3,521.17)	(3,521.17)	0.00	(3,521.17)	0.00%	0.00
			0.00		0.00			0.00
513		Workman's Compensation Insurance	(162.00)	(162.00)	0.00	(162.00)	0.00%	0.00
			0.00		0.00			0.00
790		Other Equipment	0.00	(7,351.94)	5,615.80	(1,568.58)	78.66%	5,615.80
			(7,351.94)		167.56			(5,608.80)
Total 56500 Libraries			(242,680.16)	(250,032.10)	119,961.19	(128,490.05)	48.61%	26,254.06
			(7,351.94)		1,580.86			(7,806.86)
Total For Fund: 101			(242,680.16)	(250,032.10)	119,961.19	(128,490.05)	48.61%	26,254.06
			(7,351.94)		1,580.86			(7,806.86)

circulation



of items added : January - 73
February - 106

programs



Total Attendance: January - 124
February - 88

finances and fees

January		February	
Previous Balance	\$5,182.90	Fines and Fees deposits	485.36
Fines and Fees deposits	\$432.98	Square deposits	33.80
Square deposits	\$75.73	Expenditures	0.00
Expenditures	\$0.00	YTD total	6210.77

Tre Hargett, Secretary of State
State of Tennessee



Obion River Regional Library
542 N. Lindell Street
Martin, TN 38237

Jenny Gillihan
Regional Director

Kathryn McBride
Assistant Regional Director

Gibson County Memorial Library Board

Trenton, Tennessee
Tuesday, March 11, 2025, 10:00 a.m.
Regional Report:
Kathryn McBride, Obion River Regional Library

A. Standards Targeted:

- a. Disaster Plan - Workday
- b. TEL Training - Kathryn can schedule this for all staff

B. Budgeting Season

- a. Value of the Library Packets

Upcoming dates*:

March 17	Disaster Plan Workday – Regional Center, 8:45-3:30
March 27	All Libraries Conference – UT Martin
April 8-10	TNLA Conference – Chattanooga
April 18	Regional Office Closed – Good Friday
April 24	Library Directors Roundtable: America Job Center – Regional Center, 8:45-3:30
May 2	PLMI Graduation – TSLA, Nashville
May 5	Summer Reading Prep Session – Regional Center, 10:00-2:00

*Dates and times subject to change

Resources:

Tennessee Library Trustee Resources: <http://tsla.libguides.com/trusteerresources>

Trustee Certification: <http://tsla.libguides.com/trusteecert>

Standards for Tennessee Libraries: http://www.tennessee.gov/tsla/lps/lib_standards.htm

Obion River Regional LibGuide: <http://tsla.libguides.com/obionriver>

LibGuide Password: tnlibguides

2024-2025 Gibson County Memorial Library Board Meetings:	Confirmed/Number of attendees	Notes: Second Tuesday of every other month at 10:00 a.m.
July 9	5 Trustees	Kathryn attended
September 10	6 Trustees	Jenny attended
October 1, 7, 29	Special Called Meetings	Jenny attended
November 12	7 Trustees	Jenny attended
December 20	Special Called Meeting	Jenny attended
January 14	7 Trustees	Jenny attended
March 11		
May 13		

Certified Library Trustees:

Shaula Alexander, Charlotte Halford, Larry Kimery, Jerry Phillips, Zach Marbrey

Annual Documents FY24-25

Form	Due Date	Date Submitted
Library Service Agreement*	June 30	5/23/2024
Official Board Appointment Form**	July 1	7/9/2024
Standards Survey***	July 15	6/7/2024
Title VI Report***	August 1	7/9/2024
Official Service Area Population*	September 1	7/9/2024
Public Library Survey***	September 30	9/4/2024
Maintenance of Effort (and accompanying budgets)**	October 31	10/29/2024
*Region will bring to board meeting for Board Chair signature **Information and signatures needed ***Completed by LD		
Additional Documents – updated annually per LSA		
Long-Range Plan		☒
Collection Development Policy		☐
Internet Safety Policy		☐
Technology Plan		☐
Disaster Plan		☐
Bylaws (next update FY26-27)		☒
Image Evaluation (next update FY26-27)		☒

Library	Population Served	Director	Assistant Director	Youth Services	Circulation
Humboldt Public	14,234	\$45,042.00	\$ 37,762.00	\$ 28,343.00	\$27,648.00
Martin Public	14,650	\$65,000.00	\$ 35,978.00	\$ 33,274.00	\$26,867.00
Mildred G. Fields Memorial Milan	13,726	\$40,000.00	\$ 36,420.00	\$ 27,248.00	\$25,667.00
Ned R. McWherter Weakley County	14,076	\$45,166.00	\$ 37,259.00	\$ 28,790.00	
Average	14,172	\$48,802.00	\$ 36,854.75	\$ 29,413.75	\$26,727.33
Gibson County Memorial Library	22,877	\$45,697.56	\$ 29,242.31	\$ 29,242.31	\$29,242.31
Difference	8,706	\$ (3,104.44)	\$ (7,612.44)	\$ (171.44)	\$ 2,514.98
Requested		\$48,000.00	\$ 36,000.00	\$ 30,000.00	Same
Increase of		\$ 2,302.44	\$ 6,757.69	\$ 757.69	
		Total	\$ 9,817.82		
Line Item	2024-2025	2025-2026	Difference		
56500-103	\$ 58,484.65	\$58,656.09	\$ 171.44		
56500-105	\$ 45,697.56	\$48,000.00	\$ 2,302.44		
56500-129	\$ 29,242.31	\$36,000.00	\$ 6,757.69		