

Etowah Carnegie Library

Board Meeting

September 16, 2024, 5:00 pm

Call to Order by Chairman Tim Womac at 5:04 pm. In attendance: Tim Womac, Briana Pagdon, Dianna Bowman, Hailey Rayburn, Christie Rhodes, Dave Miller, Tracy Price, Dusty Bryan, and Liz Schreck.

Christie Rhodes made a motion that we approve the agenda for the September meeting. Dave Miller seconded, and the motion carried.

Minutes

Minutes of the July 8, 2024 meeting were presented. Corrections: In the Friends report change "city" to "library;" in the 24/25 Budget report add "1% goal of unspent funds for FY25." With these corrections to the minutes a motion was made to accept by Dave Miller and seconded by Dianna Bowman. The motion carried and the minutes were approved.

Friends of Etowah Carnegie Library Report

Christie Rhodes gave the Friends report. The blinds have been installed; book sales continue to go well; the tea party has been cancelled for now. The next friends meeting will be 9/17/24 at 5:30. Dave Miller asked if anyone local ever attended the annual state Friends meeting in October. Christie will inform the Friends to see if there is any interest in attending.

Director's Report

Briana Pagdon gave the Director's report. The PLMI Training went well; graduation will be held in April. Dusty Bryan has been hired as the new Program Director. A budget amendment passed unanimously by the City Commission to adjust pay rate changes for FY 24-25. E-Rate reimbursement of \$882.24 has been received; first round state allocations in the amount of \$752.20 have been spent on new adult audio materials. Funds from the LSTA Grant are not enough for the intended upgrades to Atrium; we may consider amending the budget to get another similar program. The library is still being considered for CCF grant to fund renovations downstairs. The library is pursuing options to be a passport processing location and house a driver services center kiosk.

Attachments:

1. Director's Report
2. New materials added, August-September
3. Program calendar-October
4. Statement of Expenditures and Encumbrances-September

Old Business

1. 2024/2025 Budget Update: Dave Miller reported a goal of less than 1% unspent funds for FY25. The budget committee will meet on September 30 to plan for what will be spent/unspent and look at the long-range plan; they will report back at the November board meeting. The total budget for FY 25 is \$113,645.04. The hours for part-time employees were adjusted back to 25 hours/week; there was some miscommunication with the city due to pay-rate changes.

New Business

1. Equipment & Internet Policy, p. 20-27: Introduction will be changed to add Children's Internet Protection Act (CIPA); also "The Library Board will meet annually to discuss the Internet Safety Policy in an open-to-the-public Board Meeting and document the approval of the policy in the minutes of such meeting."
Dave asked about the current charges for print/fax services. He made a motion we change the fax charges from "\$2/1st page, \$1/each additional page" to "\$0.50/page with a max charge of \$5." Tracy Price seconded, and the motion passed.

Briana pointed out a policy she noticed- 20 free copies for school purposes; she will advertise this with the change in fax charges.

Dave asked on page 25 (Security) if there is a cleanup of anything downloaded by patrons for protection. Briana said the reboot/restore when a patron logs off takes care of clearing out anything.

Tim asked for a motion to approve these updates to the Equipment & Internet Policy. Dave made a motion to approve; Dianna seconded, and the motion passed.

Let the minutes show that the Board moves to make the above updates and changes.

2. Collection Development, p. 46-49; Censorship, p. 49-57; Reconsideration of Materials Form, p. 79-81: (page 46) add "The library's Collection Development Policy is approved annually by the Library Board." (page 47) change "the freedom to read of others" to "the freedom of others to read." (page 55) change "Patrons" to "Residents or cardholders" under request for reconsideration of materials. (page 56) add "results of disputes will be recorded in the Library Board's minutes." (appendix B) Dave suggests adding a contact person for the organization represented in any request to reconsider materials and change "action" to "action(s)" on the 2nd page of the form.

Tim asked for a motion to approve these updates to the Collection Development Policy, Censorship, and Reconsideration of Materials Form. Dave made a motion to approve; Tracy seconded, and the motion passed.

Let the minutes show that the Board moves to make the above updates and changes.

3. Personnel Policies & Procedures, p. 63-68: Briana would like to review the Personnel Policies and Procedures to condense it. She will plan to present a draft at the November meeting with updates to all employee job descriptions as well. Liz Schreck can provide some examples to use. Dave suggested we don't want to lose any of the details to be used for training new employees; maybe keep the original documents in a training manual/succession document.

McMinn County Library Board Report

Tim Womac reported for the McMinn County Board. The County Board has been going through an audit. They did give libraries an increase in funding this year. 2nd quarter checks will go out soon. MOE has been received; Tim will take it to the City of Etowah.

Ocoee River Regional Library Report

Liz Schreck reported for the Ocoee River Regional Library. The Public Library survey opened September 1; Annual Trustee Workshop will be held on September 25; training on collection development is coming up soon. The full September report is attached to the minutes.

Unscheduled Items

Let the minutes state, "Happy Birthday to Tim!" 😊 (And thank you to Christie for his birthday cake!)

Public Comments

There were no public comments.

Next Meeting

The next board meeting will be held on Monday, November 4, 2024 at 5:00.

Reminders

There were no reminders.

Adjournment

With no other business to discuss the meeting was adjourned at 6:40 pm.