

**Martin Public Library Board of Trustees Meeting
September Minutes
September 25, 5:15 pm
Board Room, Martin Public Library**

Board Members Present	Ex-Officio Members Present
Mary Ellen Stooksberry, Chairman (MES)	Katie Parr (KP)
Vera Shanklin (VS)	Anna Clark (AC)
Jim Clark (JC)	Jenny Gillihan (JG)
Camille Noe (CN)	
Martin Kane (MK)	Guests
	Barbara Dunlap, MPL
Board Absent	Jenny Claiborne, MPL
Randy Edwards	Laura Plunk, MPL Friends
Elizabeth Pritchett	

I. Call to Order

- a. Chair Mary Ellen Stooksberry called the meeting to order at 5:15pm.

II. Public Comments

- a. No public comments were made.

III. Consent Agenda Items

- A. Approval of August Minutes
 - a. Minutes adjustments were made to the minutes for spelling
- B. Financial Reports
 - a. Katie Parr stated we got a few new increases in the budget for building and supplies.
 - b. Jim Clark Moved to approve, Vera seconded the consent agenda.

IV. Old Business

A. Library of Things Policy

- a. KP gave an update on the Library of things policy and spoke on items that would be added.

- b. Additional cataloging will need to be done to add more items, the policy is short because there are so many diverse items in the library of things.
- c. Nomination made to approve the policy was made by Vera and seconded by Martin Kane. The motion was approved unanimously.

B. Voices and Votes

- a. KP gave a report on V&V. She already has a list of trained volunteers and asked the board for additional support. Still asking for extra help on Thursdays and Saturdays. Needing 2-4 people for special events days.
- b. KP handed out invitations to the board to attend the special event. She mentioned that we will be using Local Street Cookie Company and the refreshments would be easy to handle.
- c. MES asked the board of trustees to help volunteer on Saturday, October 28th and rotate time from 9am to 2pm.
- d. KP suggested we send out a loom link to sign up and volunteer.

C. HVAC

- a. KP gave a report on HVAC systems. She spoke with Randy E and Mayor Brundige. 32K was the original quote with about 6K being the crane rental. KP is waiting to see if we can get the extra man power to move the compressors and not rent.
- b. The expense is a problem because we have already spent more than 40% of the budget. Our entire physical building line item would be the entire cost of the HVAC fix. There are 2-3 options on where the money would be paid out of.
- c. KP asked the board to discuss the plan and make suggestions and stated that many avenues have been taken to save money and find ways to use the warranty, however this problem will only get worse if we can't fix the problem at hand. There may be a chance to split expenses between expense line items.
- d. MES suggested we wait and see the details and we could discuss again next month and see the updated amount and information.

V. New business

A. Staff Evaluations Update

- a. MES asked KP to go over the 2023 staff evaluation. KP stated she has done the informal evaluations. She emailed the staff and asked them to bring 3 goals and their job description to the meeting.

- b. After the meeting, she adjusted the job descriptions to better reflect a 21st Century library staff and each position. She removed out of date tasks. She will add in the tasks about keeping up with reference questions.
- c. All informal staff evaluations have been completed except Barbara. All formal job evaluation reports will be filled out reflecting the updated job description before February.
- d. KP stated that the staff had great goals and strong aspirations when discussing job evaluations.

B. Technology Policy

- a. KP stated we will not vote on the policy today because it is so long. KP will be attending the policies training on Thursday. She said the Tech Policy had not been updated since 2007.
- b. Jenny with the Regional Library stated the major update was the Child Internet Protection Act (CIPA) . The MPL has always been in compliance with CIPA.
- c. Jenny stated that she would go through the policy with Katie to make sure she got everything corrected. The only new thing that is required for the MPL to put in is the Protections. The MPL can make edits as needed to the policy as long as we follow all protection laws.
- d. The board agreed to look over the policy and come back with suggestions at the next meeting and send any suggestions before the October Meeting.

C. By-laws Revision

- a. Jim Clark went over information about updates and new changes to the state policies. The board has the option to create a public comments sign up. Jenny spoke to the board and explained that usually when someone comes to make a public comment or challenge a book they will be following a specific library policy.
- b. Jim asked for a motion to table until the next meeting for further discussion.

VI. Activities Report

A. Regional Library Report

- a. Jenny Gilihan, ORRL director, gave the report.
- b. The Board Chair Workshop will be October 3rd

- c. Training will take place at the regional center on October 19th with Martin Public Safety.
- d. The entire MPL Board of Trustees are now certified.
- e. The full report was handed out to the Board and Attendees.

B. Friends of Library Report

- a. Laura Plunk gave the report. Friends of the MPL have offered to volunteer to work at the library during staff shortages/ sickness and be trained to work the equipment and front desk. They will be trained Wednesday. The friends will be here on October 7th to help with V&V.
- b. November 7th is the selected date for The Fall Soup Luncheon.
- c. The December fundraiser will be at the MPL Christmas Open House. They will host Trinkets and Treasures in the bookstore.

C. Weakley County Library Report

- a. Book discussions start on little golden books on Thursday night at the Martin Event Center.
- b. The Weakley County Library is currently looking into getting an elevator and discussing the possibility of getting a grant to help fund the project.

D. Martin Public Library Director's Report

- a. Katie Parr delivered the directors report. She discussed Voices and Votes plans and additional donations to the Library of Things.
- b. Fall activities are back including open makerspace every Monday and Thursday.
- c. Paint Night has been a success and signups are open for Thursday Night. The fee is \$10.
- d. Japan Day and the Sidewalk Chalk Contest were a big success. The staff helped out with both events.
- e. The MPL will host the state Summer Reading Conference on October 3rd.
- f. The children's library has a new book display
- g. The full directors report was handed out to the board.

Meeting adjourned by Chairman Mary Ellen Stooksberry at 6:45pm.

Next Meeting: October 23, 5:15 pm