

**MILLARD J. OAKLEY PUBLIC LIBRARY BOARD MINUTES**  
**OF MEETING 1/28/2025**

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**ATTENDEES:**

**BOARD MEMBERS:** Thelma Danner, Rita Reagan-Underhill, Deb Newkirk, Helen Carter, Jerry Schetterer.

**COUNTY COMMISSIONERS:** Phillip Talley, Donna Savage, J. Darwin Clark, Gail McGowan

**REGIONAL LIBRARY STAFF:** Matthew Kirby, Regional Director

**FRIENDS OF THE LIBRARY:** Deb Newkirk

**LIBRARY STAFF:** Judith Cutright, Director

**GUESTS:** Gene Gantt

**AGENDA:**

Reading and approval of meeting minutes: Meeting was called to order by Chairman Jerry Schetterer. Motion to approve the previous meeting minutes was made by Rita Reagan-Underhill with second by Thelma Danner. All approved.

Board Discussion:

- A. Open House - Judith stated that the Open House that the Library hosted on 12/23/24 had 1097 visitors. Helen commented that she had never had hot chocolate made in a crock pot before and that it was very good.
- B. Library policy vs. County policy - Judith stated that in the past when there

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inclement weather and county offices closed, she followed Library policy regarding pay for staff members, which states that in the event of closure those employees that are scheduled to work are paid. She wants to know what has changed since in this last instance of inclement weather, Library employees that were scheduled to work were not paid. When she tried to find out why they were not paid, she was informed that part-time county employees that do not have benefits are not paid. She stated the county policy does not say anything about inclement weather. Judith went on to state that since her employees were scheduled to work, their pay was in her budget. Once again,

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she wants to know what has changed and why was she not notified. Darwin said that we need an explanation from the state as to what their policy on employee payment due to inclement weather. Matt replied that as such the state does not have a policy but lets each county set their own policy.

She then brought up that there is quite a bit of cataloging that needs to be done to bring the records up to date and that she allowed the staff to work on from home. She also stated that every employee is required to complete so many hours of training every year on line. It extremely difficult to complete training while working at the Front Desk and taking care of patrons, so staff has been doing some of their training from home. Judith has been informed that employees cannot work from home and be paid. Darwin and Donna said that the county did allow work from home during Covid. Darwin said that the working from home should be added to the policy and get county approval. Judith was informed that she needs to go an Ethics committee meeting to see about this. Darwin stated that then the budget would have to be amended and since he is on that committee he will get the approval. A motion made by Deb with a second from Helen for this matter to be revisited in the future. Motion carried.

C. Tree removal - Darwin said that he has made arrangements for the trees to removed on Feb.17 since the library will be closed on that day. The winning bid was for the amount of \$3800.00 to include the cutting down of the trees, the grinding down of the stumps, the removal of the roots and hauling off the debris. A motion to approve was made Rita with a second by Thelma. Motion

carried

D. Driver Kiosk - Judith discussed the idea of a TN Driver's License Kiosk being placed in the library. As this service no longer available in the county, she feels that this would be a benefit to county residents and might increase awareness of the library and the various services that it offers to residents. White county does offer this service. The state would install and maintain the kiosk. The contracts are for a 1 year period with a 90 day trial period. A motion to approve this was made by Helen with a second from Deb. The motion carried.

Friends of the Library - Deb reported that at the Open House 140 raffle tickets were sold. She reported the Dec. book sale raised \$498.00 which she felt was good due to the fact that the weather was very bad the first day of the sale and that

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is usually when the most sales occur. There has been no decision on when the next book sale will take place.

Regional Library Report - Matt reported that there would be a training session on Disaster Planning on Feb. 11 at the Art Circle Library. He was pleased to announce that at the end of the year all staff members had completed their required Core Competency training.

Public Comment - Gene Gantt is with the Livingston Beautification Committee and they are currently working on the refurbishing of the Courthouse. He asked if the library would accept a donation to install solar lights around the statue. He also asked whether a decision had been made as to what was going to be replanted where the trees are going to be removed. There has not been a decision made yet on that. He said that we would be told when a construction date for the refurbishment has been set. He said that at that time he would look at the grant that they have. He would talk with the landscaper to see if any excess funds could be donated to the library and if the landscaper would be willing to work with the library to improve its landscaping.

Motion to adjourn was made by Rita with a second by Deb.

The next Library Board meeting will be held on March 18, 2025 at 4:30 PM.

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Respectfully submitted,

Deb Newkirk

Secretary/Recorder