

## **MILLARD J. OAKLEY PUBLIC LIBRARY BOARD MINUTES**

### **OF MEETING 3/18/2025**

#### **ATTENDEES:**

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

**COUNTY COMMISSIONERS:** Phillip Talley, Donna Savage, J. Darwin Clark, Cindy Robbins

**REGIONAL LIBRARY STAFF:** Clara Broyles, Assistant Regional Director

**FRIENDS OF THE LIBRARY:** Deb Newkirk

**LIBRARY STAFF:** Judith Cutright, Director

#### **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 Helen Carter. All approved.

Board Discussion:

- A. Tree Removal - The 5 River Birches were removed without any problem. The Holly Trees are okay.
- B. Budget Fiscal year 2025-2026 - Judith was asked to increase the staff hours. The part time staff hours were increased to 30 hours. That accounts for largest increase in the budget. Thelma asked if the issue of inclement weather pay for the staff was resolved and Judith answered that was the reason that it was requested that the hours be increased. The increase in hours will also help with staffing problems when either Judith or Eysha must be out of the library. Part time staff will still not have benefits but will get inclement weather pay. Motion to approve the budget was made by Deb Newkirk with a second from Helen Carter. All approved.
- C. Internal Controls Policy -- Judith had emailed all Board members the Internal controls policy. A motion was made by Deb Newkirk to approve them with a second by

Reagan-Underhill. All approved.

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D. Meeting Room Policy - Under the old policy there was a \$150.00 rental fee that went to the County and a \$100.00 security deposit. There has been an increase in requests about the meeting room and it is Judith's understanding that in the past the problem was people having difficulty getting their security deposit back from the county. Thelma stated that she felt the \$150.00 should still go to the county but couldn't the rental fee and security deposit be paid with 2 separate checks, so that after inspection the security deposit could simply be handed back. Deb brought up that there an organization that uses the meeting room on Sunday evenings and to insure that they don't find a mess when they meet if the room had been used on Saturday either Eysha, Chelsea or Deb would come in early on Sunday morning to inspect the room and notify Judith if it has been left in good condition. A motion to approve was made by Thelma Danner with a second by Cindy Robbins. All approved.

E. ALA Grant/Lamson Memorial - The Library awarded a \$10,00.00 ALA grant to make doors into the library ADA compliant. There is money remaining in the Lamson memorial that can be used so that both the front and rear doors into the library can be made compliant. A motion to approve was made by Helen Carter with a second by Rita Reaan-Underhill. All approved. F. Library Closing - Deb Newkirk has been awarded the TN Friends of the

Library Friend of the year. The library will close on April 10 so that all of the staff can attend the award ceremony in Chattanooga.

G. MTSU MTSU will be hosting an Open House at the library on Monday, April 21 to highlight the Virtual Reality. The event will be catered by The 1806 Restaurant. It is hoped that there will be a good number of the community and Board members in attendance. The current age limit for use of the Virtual Reality is 18 and the Board discussed that maybe that age should be lowered so that more young people can get an idea of what is involved in different job skills to help them better decide on their high school course work. The library will be closed again on April 23 so that the staff can attend a course at MTSU on the Virtual Reality.

Friends of the Library - Deb reported that there has been no decision on when the next book sale will take place. The sale will be discussed and decided on at the next

Friends committee meeting. The Teen Nite has been being well attended. Regional Library Report - Clara reported that in addition to Deb getting the Friend of the Year award, The Art Circle Library in Crossville won.

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Directors Report:

A. Financial Report-

1. 2023 – 2024 Overton County budget attached with expenses through January.
2. Bank Deposits
3. 2025-2026 TOP Grant application - The TOP grant has a 10% county match. The library is wanting to use the grant to purchase 2 solar charging umbrellas to go with the new picnic tables that the High School FFA built for the library. The cost of the umbrellas will be \$8064.00. A motion to **approve was made by Deb Newkirk with** a second by Jerry Schetterer. All approved.
4. MTSU will host an open House on April 21 from 11:00 - 1:00. All are invited to attend.
5. MTSU will be holding a course on the Virtual Reality at MTSU on April 23. The library will be closed in order for staff to attend the training.

Motion to adjourn was made by **Cindy Robbins** with a second by Rita Reagan-Underhill.

The next Library Board meeting will be held on May 20, 2025 at 4:30 P.M.

Respectfully submitted,

Deb Newkirk

Secretary/Recorder