

**Library Board of Trustees Meeting
November 21, 2023**

The Knoxville Public Library Board of Trustees met at the library on Tuesday, November 21, 2023 at 4:00 p.m. Members present were Lindsey Carlson, Erin McBride, Elly Shaw, John Mertz, and Laura Kendrick. Jan Evans and Dave Johnson were absent.

The meeting was called to order by Lindsey Carlson. There were no public comments. McBride moved, Mertz seconded to approve the minutes of the October 17, 2023 meeting as mailed. Motion passed unanimous. Shaw moved, McBride seconded to approve the minutes of the kick-off meeting with FEH and Snyder & Associates on November 3, 2023 as mailed. Motion passed unanimously.

Roslin read a letter from the Panthers vs Cancer team. The event is on January 12, 2024 at the High School. In previous years, the library has contributed a gift basket for the silent auction. This year will be the same. Roslin gave the librarian's report for October 2023. Total circulation was 3,007 printed materials, 722 non-print materials. Electronic materials numbered 1,272 items. Computer usage was 524. There were 1,852 visits in the month, an average of 71 visitors a day.

The library had an attendance of 790 attendees at 21 programs. The biggest event was Tricks in the Park where staff did an activity and handed out 415 treats. We partnered with a group to bring a program about Dementia and had good attendance. Roslin thanked Lindsey and Elly for setting up the display at the Marion County Park.

Under Media Strategy, the library will continue promoting its programs and services. The December calendar is ready. We get good response from patrons saying they listen to the radio station KNIA/KRLS about our programs. Facebook also generates quick responses on posts.

Mertz moved, McBride seconded to approve the revenue and budget report for October. Motion passed. McBride moved, seconded by Mertz to approve the balance sheet or city trust report for October 2023. Motion passed. Motion passed. Kendrick moved, seconded by McBride to approve the payment of bills for November. Motion passed and a copy is attached to the minutes.

Under New Business, the board reviewed the modified proposal sent by FEH for electrical services for the amount of \$5,725. Mertz moved, Shaw seconded to accept the proposal. Motion passed. Lindsey Carlson and Laura Kendrick agreed to sit on the budget committee to plan FY2025's budget. After a discussion of the Art Display policy, McBride moved, seconded by Shaw to approve the policy. Motion passed.

There being no further business, the meeting was adjourned. The next regular meeting will be held Tuesday, December 19, 2023 at 4:00 PM at the Knoxville Public Library.

Roslin Thompson, secretary