

## **Library Board of Trustees Meeting January 13, 2025**

The Knoxville Public Library Board of Trustees met on Monday, January 13, 2025 at 5:00 p.m. Members present were John Mertz, Dave Garcia, Laura Kendrick, Lindsey Carlson, Erin McBride, and Elly Shaw. Jan Evans was absent. Staff present: Roslin Thompson, Holly Shelford, Shannon Proctor, and Cari Meissner.

The meeting was called to order by Carlson. Mertz moved, Garcia seconded to approve the minutes of the December 9, 2024 meeting as mailed. Motion passed unanimously. McBride moved, seconded by Shaw to approve the minutes of the special meeting on December 26, 2024 as mailed. Motion passed.

Roslin gave the librarian's report for December 2024. Total circulation was 2,462 printed materials and 434 non-print items, 1,576 downloadable items. Total number of visits was 1,549 (averaging 74 a day). Roslin shared the calendar of events and attendance. 33 books were donated for the Christmas tree of books (\$581). Chess Club will meet on Wednesdays after school in February. DIY and Story Times continue to be well attended. Staff visited 17 classrooms with 326 children and 23 adults in December in partnership with the schools. 300 snack packs were handed out during the school break.

The Innovative Libraries Online Conference (ILOC) is on Jan. 30 with sessions related to the theme "Assess, Adapt, Act." Roslin will present on a panel about Project Outcome, a program with the PLA. Central College volunteers will host income tax assistance (VITA) workshops at the library on Feb. 22 and March 1. The library is excited to screen a documentary on Feb. 20 called "The Negro Artist" featuring Caleb Rainey. February 20 is World Day of Social Justice.

The Marion County Libraries will present a budget request to the Board of Supervisors in January or February. The library's proposed budget for FY2026 will be presented to the city council on Mar. 3.

Under Media Strategy Plan, Roslin reported that the February calendar will be published next week and circulated through media channels.

Mertz moved, Shaw seconded that the revenue and expense report for November be approved. Motion passed. Shaw moved, Kendrick seconded the city trust report for November be accepted. Motion was unanimous. Garcia moved, McBride seconded that the revenue and budget report for December be approved. Motion passed. McBride moved, Mertz seconded that the city trust report for December be approved. Motion passed. Garcia moved, Kendrick seconded the approval for payment of bills for January. Motion passed unanimously, and a copy is attached to the minutes.

Under Unfinished Business, the board had the third reading of the Meeting Space Policy. Kendrick moved, seconded by McBride to accept the Meeting Space Policy. Motion passed.

Under New Business, the board discussed the art display policy and reviewed the application form and agreement. Some suggestions were made to be included at the next meeting. The board reviewed the work schedule and budget for the part-time staff. Some minor changes had been made to reduce the budget. The board confirmed that staff were allowed a total of 30 minutes paid break time during the work day as allowed by federal labor law. In accordance to the City Employee Handbook, department directors determine work schedules and "will establish rest periods and meal periods." Restroom and water fountain stops are normal and do not count against the total time allowed as breaks.

The new director, Ashley Miller, will start as a part-time staff on January 21 until she can officially start as full-time tentatively in May. She is currently enrolled in graduate school and will graduate in May. The board and staff look forward to a smooth transition.

There being no other business, the meeting was adjourned at 6:40 p.m. The next regular meeting will be held on February 10, 2025 at 5:00 P.M. at the library.

Roslin Thompson  
Secretary