

**Loudon County Library Board Meeting**  
**Thursday, May 2nd, 2024**  
**Tellico Village Public Library**

**Call to Order:** 5:00pm by Chair Ruth McQueen

**Present:**

**Trustees:** Ruth McQueen, Cindy Benefield, Pauline Barbour, Diane Strever, JoAnn Hart, Eileen Connolly, Brenda Lutz and Beth Waldmann

Excused: Brandy Styer

**Directors:** Mark Williams, Martha Guldán and Carol De Forest

Excused: Kate Clabough, Susan Dorsey

**Approval of Agenda:** Lutz moved to approve the agenda. Benefield seconded.

**Public Comment:** None

**Approval of March 7, 2024 Meeting Minutes:** Barbour moved to approve the March minutes. Hart seconded. The following vote to approve the minutes was unanimous.

**Personnel Committee Report:** McQueen said committee did a “superb job” on the search for a new Tellico Village Library Director. Committee chair Benefield said the committee worked well together. There were six candidates. Two removed their names from the search and four interviewed for the position. The committee selected Gina Geremia. Geremia recently moved to Tellico Village from Florida. She was already a volunteer at the Tellico Village Public Library and has library experience. The vote to approve Geremia as the new library director was unanimous. The county has approved 40 hours of overlap training for Geremia with outgoing library director DeForest.

**Ocoee River Regional Library Report:** Liz Schreck shared two training opportunities for library directors. The first was a social media and marketing session. The second is the basics of collection care. Schreck said several deadlines are coming up in June including the tech grant application, continuing education (CE) hours for all staff, regional library service agreement and Title VI training. The annual state standards survey deadline is later in July. Schreck reminded that a board with 100% certification impacts the amount of grant money library directors receive. Schreck will reach out to new board member Lutz to get her started with the certification process. Barbour asked about the process for the tech grant. Schreck said it’s a matching 50% grant. First the grant application must be approved by the Loudon County county commission. Library directors in attendance said the matching portion of the grant would have to come from each library’s general fund. For that reason, the library directors felt the Pettway grant is a better fit for the smaller libraries. Additional report attached.

**County Liaison:** No report. McQueen hopes Liaison Anita Wells and Loudon County Mayor Buddy Bradshaw will be able to attend a future Library Board Meeting.

**Library Board Staffing Updates:** McQueen welcomed new library board member Lutz.

**Standing Committee Reports:**

**Budget:** No report.

**Bylaws:** No report.

**Community Outreach:** Waldmann shared a possible book for the proposed Loudon storybook trail. The book is called “The Little Red Fort” by Brenda Maier and illustrations by Sonia Sanchez. It is an Imagination Library book. While it is not a bilingual book, it does fall under the Imagination Library umbrella as a book with Hispanic themes. Waldmann reached out to Loudon County Education Foundation (LCEF) director Michelle Lewis to update her on the Loudon trail progress. Waldmann secured a booth for the library board at the Suburbia Woman’s club Lenoir City Arts & Crafts Festival. A signup sheet for shifts at the festival was passed around at the board meeting. Connolly said she had a possible outreach opportunity. The Loudon County Community Support Network meets the first Wednesday of every month from 12:00pm to 1:00pm. The goal of the group is to share information with one another. Connolly said she would send out the contact information for the group.

**Library Directors’ Reports:** Reports attached.

**Lenoir City:** No report additions.

**Loudon:** No report additions.

**Tellico Village:** No report additions.

**Greenback:** No report additions.

**Philadelphia:** No report additions.

**Other Business:** McQueen noted that the library director evaluations are starting later than usual. She pointed to the need for the personnel committee to concentrate on finding a library director replacement for the Tellico Village Public Library. The director self-evaluations will begin soon. McQueen thanked DeForest for 10 years of service and congratulated her on her retirement. McQueen gifted DeForest a beautiful wooden bowl as a remembrance. DeForest thanked McQueen and said she will miss us all.

**Board Meeting Date:** The next board meeting will take place on Thursday, June 27th at the Greenback Public Library.

**Adjournment:** 6:04pm

Respectfully Submitted,  
Beth Waldmann, Secretary

**Attachments:**

Ocoee River Regional Report

Library Director Reports

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**Library Director Reports**

**Lenoir City Public Library**  
**Submitted by Susan Dorsey**

It has been a fast and busy two months at LCPL!

County IT has installed our new modem and fixed our Wi-Fi and phone troubles! We are thankful!

We finished Pettway 2023/2024 grant spending on large print books.

We submitted the Pettway 2024/2025 grant to request \$4,000.00 for new shelving and books for the juvenile nonfiction room.

We have received and processed all the reference materials for the General William Lenoir branch of the DAR.

We continue to work with our UT MLS student. We have ordered ~\$1,000.00 of new Spanish language titles. He is working on processing the books and has developed a Spanish language flyer with info about the collection and instructions on how to get a library card. These flyers will be placed around the downtown area during the month of May.

We submitted our quarterly report to the board and regional librarians.

We have planned our summer story time for the kids. We will have the miniature horses and donkeys from STARR attend a finale in July. I have ordered goodie bag treats for the kids as well as prizes for the adult reading challenge drawing at the end of the summer. Panda Express is sponsoring our summer kids' reading program this year. I've reached out to Freddy's Steakburgers but have not had any response yet.

We have all finished our continuing education hours for this fiscal year. Some hours included the workshop put on by Booksystems at the Blount County Library. This training was very helpful for me and one staff member.

Safe Neighbors group will host a volunteer sign up session at the library on April 30<sup>th</sup> for 2 hours. They are signing up volunteers to build wheelchair ramps for neighbors in the community.

Our diaper drive had to be rescheduled due to the group's change of plans, we hope to have them rescheduled soon.

We continue to have positive responses to our preschool story times and our crafters group!

Patron survey online and in library was completed in March 2024. A total of 54 patrons responded. The biggest suggestion for improvement was more physical books purchased. Two responses requested additional hours of operation.

### **Philadelphia Public Library Submitted by Mark Williams**

Attended "Space Planning" seminar at Art Circle Library with Martha and Kate. The presentation was both interesting and applicative.

Informed by County Grant Coordinator that Philly still has \$300 of Pettway funds available. I am SO there

Cora has begun creating a spread sheet listing Philly's Collection inventory

Several new patrons have expressed an interest in Philly's history, and I have provided them with reading materials and the Bicentennial Coloring Book

Participated in the interview process for the new Tellico Village director's position

### **Tellico Village Public Library Submitted by Carol DeForest**

In March and April, I purchased 54 new e-books and 124 print books.

I have finished updating my notebook of library director procedures and information for my successor.

Still waiting for Brad and Jeremy to have time to come and install our new computers throughout the library. I had wanted this to be done before I leave; it has been quite some time since we purchased these.

I displayed examples of our memory care collection at a Respite Care Workshop, and also at a local meeting of caregivers.

In March, April, and May I have a total of 21 classes, seminars, and lectures.

I will miss you all when I leave!

### **Loudon Public Library Submitted by Kate Clabough**

Barb and I both finished our continuing education requirements. Ten hours for Barb and 25 hours for me. I am working with Brenda Lutz (our new board member and library volunteer extraordinaire!) on finalizing summer reading plans.

I finished ordering shelving and made arrangements to ship our next batch of microfilm to the Scanning Company made possible by our Pettway grant.

I gave a talk to the Historical Society of Loudon on a Civil War diary book project I am working on publishing this summer, which has created a more community interest in our historical documents, genealogy resources, and local history books.

Mark and I attended a Space Planning workshop hosted by Ocoee River Regional Library mid-March. I have been observing traffic flow and implemented some "retail inspired" display ideas that I learned about at the event.

We have noticed an uptick in patrons needing help with technology...especially printing Amazon return labels that the post office won't print and Libby issues. The latter of which since the phone number subscriptions have expired and people don't understand the part of the process. We are trying to figure out the best way to navigate this new age of library services since a great deal of time and energy is now spent there. Many of our patrons have no idea how to use their phones to print or read/listen and have limited phone skills at best. We have had to learn both Apple and Android operating systems.

## **Greenback Public Library Submitted by Martha Guldan**

Attended the Space Planning training provided by Regional with Mark and Kate. The training was beneficial, and we've already been able to implement some of the techniques, such as heavily weeding our children's picture book section. The adage that "less is more" held true.

Purchased and processed materials with last year's leftover Pettway funds. This was an unexpected treat.

CE Webinars: viewed Substance Abuse 101, Designing Effective Library Signage, and two webinars on serving patrons with autism.

Continued planning for Summer Reading and story times. Reserved the Knoxville Zoo Mobile and ordered free resources from Panda Express.

Hosted the new patron "meet and greet" on March 22<sup>nd</sup>. We had 8 attendees, and Cindy's chocolates were a hit. I'm hoping to make these open houses a regular part of our library programming.