

Audrey Pack Memorial Library

Board of Trustees

Minutes of the April 9, 2024 Meeting

Alma Marquardt called the meeting to order at 5:45 p.m.

Members in attendance:

Alma Marquardt

Erin Sanchez

Kim Johnson

Jody Bauer

Cindy Wilkey, Library Director

Nikki Branam-Snyder

Minutes: Minutes from February 13, 2024 were read, motion to accept made by Kim, 2nd made by Jody, minutes accepted.

Secretary/Treasurer Report: Cindy Wilkey reported that the library has expended 87% of FY 23-24 budget; remaining funds from “old” checking account, 1033.53 and current funds in revenue account, 4266.35 for a total of 5299.88. Motion made by Kim, 2nd by Jody; Secretary/Treasurers report accepted. A first draft of the FY 24-25 budget has been submitted to the city (see attached); final drafts are expected 4/20-4/25, 2024.

Library Director’s Report:

- New Saturday hours: 10-2
- Take home skills activities are now being given out during Lil Llamas storytime and to other PreK-aged library users.
- Library has submitted a wish list to the Friends of the Library in the amount of \$1858.00, see attached document.
- Cindy reported that she was awarded the 2024 TNLA Making a Difference award at this year’s annual conference. This award recognizes an individual or group of individuals in the state of Tennessee for outstanding contributions and continued support of a

specific program (Lil Llamas Storytime) that is instrumental in the growth or improvement of literacy, awareness and/or information delivery to the community or libraries.

- Cindy requested that the circulation desk close 15 minutes prior to close to allow staff to complete closing duties while staying within their respective assigned working hours. She stated that public access computers already close 15 minutes prior to close. Motion made by Erin to accept the new closing procedures, 2nd by Jody, new procedure approved. The library will notify patrons via social media, signage, website of the changed at least 14-days prior to implementation.
- Cindy reported that the library was not granted the Girls in STEM grant, the Dollar General Literacy Grant will be announced May 16, 2024.

Friends of the Library Report: No attendees. The FOL received \$500 via VEC, from their Customer Share program. All funds have been turned over to the current FOL Treasurer, officially ending business with the previous FOL group. The Friends have not moved forward with obtaining their 501c3 status as of 4/9/2024.

Library Foundation: No attendees. Cindy did receive a check from the Foundation in the amount of \$1650 to cover the matching portion of the 2024 Tech Grant.

Ocoee River Regional Library: Nikki submitted READS data and reminded the Board of the Trustees of the continuing education through the regional office; Nikki also reported that updates are coming to the Trustees Certification program.

New Business:

Cindy presented a new vision statement for approval:

The Audrey Pack Memorial Library connects and enriches lives in our community by providing equitable access to diverse cultural and educational experience. We celebrate imagination, promote creativity, connect people, and encourage lifelong learning.

Motion to accept made by Kim, 2nd by Jody; new library vision statement approved.

Commissioner meeting schedule – May (Sean) and June (Alma)

Library Patron Code of Conduct- tabled until June

Five-Year Service Plan- tabled until June

Old Business:

The parking lot project has been started; stumps removed and gravel put down. The city will add more gravel and complete project by June 30, 2024.

The Board has not yet got confirmation that the 'Mrs. Mary' donation has been received by the Foundation.

Public Comment: None

Adjournment: The meeting was adjourned at 7:01 p.m. without objection.