



**Kingsport Public Library Commission – Meeting Minutes
Kingsport Public Library Boardroom
Monday, February 11, 2019**

Members Present: Lane Dukart, Margaret Counts, Betsy Cooper, Jaclyn Clendenen, Melissa Hamby, Kate Harden

Others Present: Chris Markley, Library Manager Nancy Roark, HORL Director
Whitney Nelson, HORL Asst. Director

Meeting was called to order by Lane Dukart, Commission Chair at 4:03 p.m.

Actions Taken:

- Approval of June 2018 Meeting Minutes
- Approval of Patron Record Confidentiality Policy
- Approval of Meeting Room Policy
- Approval of Internet Access Policy
- Approval of Laptop Computers in Library Use Policy

Actions Outstanding:

- Technology Plan

Approval of Minutes: The minutes from the June 2018 (last meeting with a quorum) were approved. Motion made by Margaret to approve; second by Lane, approval unanimous.

Regional Director's Report: As emailed (on file). Nancy Roark shared information about upcoming events including the World War I digitization training and scan day that is being held at Kingsport Public Library in partnership with Tennessee State Library and Archives. She then handed floor to Whitney Nelson. Whitney discussed the importance of Library Commissioners completing the Trustee Certification program and attendance at Trustee Meeting; impact on funding percentage of LSTA Technology Grant. Shared that Casey Applebaum, Youth Service Supervisor will be attending a training with Whitney presented by NASA for Summer Reading. Also shared information about upcoming Summer Reading training in Johnson City and the NASA kits for use during Summer Reading.

Manager's Report: As emailed (on file). Chris Markley shared information about events at the Library including the upcoming Office Trivia (Feb 12, 2019) and 3D printing workshop (Feb 27, 2019). The Makerspace will begin to offer Open Lab on Thursday afternoons, 3-5 p.m. in March. She also shared the success of the 1st Saturday movie, 27 people attended January movie.



A student in the Technology department of ETSU is completing 75 hours of service learning at the Kingsport Public Library. He will be working with Eric Erwin and Kate Woodworth to provide one-on-one assistance and complete a variety of other projects related to technology. We are hoping to have him teach a Saturday technology class, this will provide us the opportunity to offer a class on a different day and be able to analyze attendance to determine if it should be a more regular offering.

OWL Director's Meeting was held at the Kingsport Public Library last week.

Discussed the future of the Library and how a consultant could help not only with a Long Range plan, which we do not currently have, but also with determining needs for the upcoming building addition and renovations.

Circulation, financial, and department reports as emailed (on file).

Old Business: Technology Plan – tabled until next meeting as the Plan that was initially on agenda in the Fall was not included in the email packet this month. The Technology Plan will be included in the March packets.

New Business: Patron Record Confidentiality Policy, Meeting Room Policy, Internet Access Policy, Laptop Computers in Library Use Policy. Laptop Computers in Library Use Policy is only new policy, the other policies presented are bi-annual reviews with minor adjustments in language to reflect current practice. There was no additional discussion on the policies. Lane made a motion to approve all 4 policies, Margaret seconded, unanimous approval.

Meeting adjourned by Lane Dukart at 4:45 p.m.

Respectfully submitted,

Chris Markley, Manager
February 12, 2019