



**Kingsport Public Library Commission – Meeting Minutes
Kingsport Public Library Google Meeting
Monday, July 12, 2021**

Members Present:

Betsy Cooper
Dorothy Dobbins
Melissa Hamby
Mickey Shull

Others Present: Chris Markley, Library Manager
Roni Shaffer, Library Secretary
Amy Kimani, Holston River Regional Director
Gail Campbell, Holston River Regional Board Member
Michael Borders, Assistant City Manager

Meeting was called to order by Chris Markley, at 4:01pm.

Actions Taken:

Approval of updates to Circulation Policy
Voted to support applying for ARPA Grant
Selection and approval of new Library Commission Chair

Regional Director's Report: As emailed (on file.)

Manager's Report: As emailed (on file.) Chris Markley shared information about what the library is doing now that things are picking up once more post-COVID. The library is testing out new hours this summer; open hours are now 8:30 – 7 Monday – Thursday, 8:30 – 6 Friday and Saturday, and closed on Sunday. So far patrons are already waiting to come in the door at the new, earlier opening time.

The Library's door count has doubled from what it was in May. READS checkouts have skyrocketed in the past year, and physical checkouts are making a comeback.

Outdoor programming has been a huge success thus far, and staff have noticed a much higher level of parent and family engagement at the programs in the park compared to those previously conducted indoors.

A new reference librarian has been hired, and will start in August.

Circulation and budget reports as emailed (on file.)



Old Business: Quarterly Strategic Plan Update, as emailed (on file.) Chris Markley shared information about the library's progress made with regards to the Strategic Plan, despite COVID-related delays in rolling out some aspects of the plan.

While the library was closed due to COVID, great strides were made in right-sizing the library materials collection based on checkout statistics vs collection size for various categories (fiction, large print, children's, etc.)

The office on the mezzanine level, previously used as a storage space by the Friends of the Library for items going into the annual book sale, has been cleaned out and is being repurposed as a work space for staff as well as potential storage for Library of Things materials as those become available. While Archives has made a shift to the new City Hall, the materials are still in the library until the shelves for the new Archives location arrive. The old space has not been repurposed as of yet.

Library Outreach programs had to go on hold for awhile due to COVID, but progress is being made once more! The Library is making appearances in the form of booths at the Kingsport Farmers Market and the FunFest Street Fair, staff have booths up for making crafts at the Kingsport Shop & Hop events on the first Thursday of each month, and "Ask a Library Geek" appointments available at the Senior Center. Library events are being sent to the newspapers to provide greater visibility to the public about what we have to offer.

Pickup for all holds (including Interlibrary Loans and Children's books) has moved to the front Circulation Desk to provide easier access to patrons.

New Business: The Circulation Policy was updated to reflect the addition of Playaway Launchpads and the future addition of items for a Library of Things. A motion to approve the updated Circulation Policy was made by Dorothy Dobbins, seconded by Betsy Cooper. The proposal was unanimously approved.

A motion to approve/support application for the ARPA Grant (details on file) was made by Dorothy Dobbins, seconded by Mickey Shull. The motion was unanimously approved.

Melissa Hamby was selected to be the new Library Commission Chair. The motion to approve was made by Betsy Cooper, seconded by Dorothy Dobbins. Approval was unanimous.

Meeting adjourned by Chris Markley at 4:44pm.

Respectfully Submitted,
Roni Shaffer, Secretary
July 13, 2021

Approved 11/8/2021