



**Kingsport Public Library Commission – Meeting Minutes
Kingsport Public Library Boardroom
Monday, April 8, 2019**

Members Present: Lane Dukart (by phone), Margaret Counts, Dorothy Dobbins, Katie Harden, Melissa Hamby, Jacalyn Clendenen

Others Present: Chris Markley, Library Manager Nancy Roark, HORL Director
Gail Campbell, KPL Regional Board Representative

Meeting was called to order by Lane Dukart, Commission Chair at 4:00 p.m.

Actions Taken:

- Approval of March 2019 Meeting Minutes
- Approval of Collection Development Policy
- Approval of Exhibit and Display Case Policy
- Approval of Security Camera Proposal

Approval of Minutes: The minutes from the March 2019 were approved. Motion made by Lane to approve; second by Dorothy, 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, it is being held on Thursday, April 11. Shared that Casey Applebaum, Youth Services supervisor, traveled to a state sponsored Summer Reading training that was conducted by NASA. She will be sharing the information she learned with other libraries in the region on April 12. Congratulated Lane Dukart and Jacalyn Clendenen on completing the Trustee certification training. Katie Harden has completed several sections of the training.

Manager's Report: As emailed (on file). Chris Markley shared the Library will be closed April 19th-21st. She shared information about events at the Library including the April Movie (April 27, 2019) and the ongoing Makerspace Open Lab on Thursday afternoons, 3-5 p.m. in April, and the new Genealogy Club. Chris shared information about the changes to staff, Hannah Powell, Senior Librarian's last day in the Library is April 12. She is moving to a different department in the City, Cultural Arts Coordinator.



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

Old Business: None

New Business:

Collection development policy and exhibit and display policy presented are part of the regular process. The Reconsideration form will be an attachment to the Collection development policy. Lane made a motion to approve both policies, Margaret seconded, unanimous approval.

Chris shared information about security cameras. Security camera update will be part of the CIP expenditure, the quote from Traake Systems has been updated \$22,961.05 and includes 21 cameras (added an outside camera facing the park) and installation. The cameras will be able to be monitored remotely. Motion to approve made by Lane, Dorothy seconded, unanimous approval.

Chris started discussion about entering into a Strategic Planning and Facilities assessment process in order to have guidance and direction for moving the Library forward. A proposal has been received by Library Strategies, the in-house consulting firm of Friends of the Saint Paul Public Library. Library Strategies works extensively with libraries and uses a strategic planning process called Rapid Results Planning. The proposal includes detailed description of services provided and a quote. This process is proposed to use CIP funds. In order to complete this in a timely manner Chris will forward the proposal (on file) to the Library Commission for their review and a vote will be completed by email (by April 22) prior to the May meeting.

Meeting adjourned by Lane Dukart at 4:28 p.m.

Respectfully submitted,

Chris Markley, Manager
April 8, 2019