



**Kingsport Public Library Commission – Meeting Minutes
Kingsport Public Library Boardroom
Monday, May 13, 2019**

Members Present: Lane Dukart, Margaret Counts, Dorothy Dobbins, Katie Harden, Melissa Hamby, Betsy Cooper

Others Present: Chris Markley, Library Manager Nancy Roark, HORL Director

Meeting was called to order by Lane Dukart, Commission Chair at 4:02 p.m.

Actions Taken:

- Approval of April 2019 Meeting Minutes
- Approval of Fee Schedule
- Approval of Interlibrary Loan Policy
- Approval of LSTA Technology Grant application Proposal

Approval of Minutes: The minutes from the April 2019 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 Regional Board meeting on July 11th when they are planning an introduction of and reception for the new Director of Regional Libraries, Bessie Davis. Discussed that the Standards survey for the state of Tennessee is due in July and encouraged that the Board be part of the process. Congratulated Melissa Hamby on completing the Trustee certification training. Katie Harden has completed several more sections of the training. Completion of Trustee training is a factor in the awarding of the LSTA Technology grant

Manager's Report: As emailed (on file). Chris Markley shared the Library will be closed May 26th and 27th for Memorial Day and summer hours will start (M-Thurs. 9 a.m.-8 p.m., Fri-Sat. 9 a.m. -5:30 p.m.)
Shared that the Dinosaur Party was attended by over 200.

She shared information about events at the Library including the April Movie (May 25, 2019) and the ongoing Makerspace Open Lab on Thursday afternoons, 3-5 p.m. in May, Marvel Movie Trivia May 14th, and the upcoming Summer Reading sign-ups and events. There are Summer Reading events every day but Friday in June and for adults Roaming Readers in partnership with Healthy



Kingsport to encourage brain and body health (Wednesdays at 9 a.m.). Encouraged adults to sign up and log their summer reading for a chance to win interesting prizes. Chris shared that the Friends of the Library's Annual Gift was used to update the Board Room chairs, replace the carpet on the center stairs, and to purchase items for the Makerspace and the Auditorium. The gift for FY18-19 was \$15,000. The gift for FY19-20 is \$18,000.

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

Old Business: Approval of Strategic and Facilities Plan

Entering into a Strategic Planning and Facilities assessment process in order to have guidance and direction for moving the Library forward has been voted on by email. The proposal received from Library Strategies, the in-house consulting firm of Friends of the Saint Paul Public Library included detailed description of services provided and a quote. The email proposal was approved by majority of Library Commission (5 voted yes, 2 did not vote). A contract is being prepared.

New Business:

The Fee Schedule is reviewed once a year and must be submitted to the BMA for approval. There are several new fees for services the Library will begin providing in July (fax, button making, Cricut, laminator, hotspots, etc.). Dorothy asked if fees were standard across libraries in the region. Chris explained that while fees are similar, each library sets their own and Kingsport Public Library tries to set them as low as possible to just cover costs. Lane made a motion to approve, Dorothy seconded, unanimous approval.

Interlibrary Loan is a policy that spells out what we loan out to other libraries across the State. ItInterlibrary loan benefits our patrons as they are able to borrow materials from across the State. Updated in the policy is that the Library will now loan DVDs. Lane made a motion to approve, Melissa seconded, unanimous approval.

Makerspace policy was discussed. Dorothy raised a concern that it did not clearly address potential injury and remove liability from the Library (use at your own risk). The policy was tabled and will be reviewed to address the concern.

LSTA Technology Grant provides opportunities for libraries to receive funds to purchase technology for staff and public use. The Kingsport Public Library would like to apply for the grant in order to request funds for the purchase of 3 laptops, 5 Ipads, and 1 scanner. The laptops will be used to begin a refresh cycle to update the laptops used by patrons in digital skill classes and during Job Lab. The 5 Ipads will be used by staff and patrons in the Makerspace and will also be used in programming and will provide literacy and other learning opportunities to patrons of all ages. The scanner will be used in the Palmer room to provide a safer means of scanning historic and irreplaceable books and other materials by staff and patrons conducting historical and genealogical research. The amount of the grant request is \$3992.58 and requires a 50% match.

The Library will request that the Friends of the Library provide the required matching funds, not to exceed \$2000. Dorothy made a motion to approve, Margaret seconded, unanimous approval.

Kate Harden extended a compliment to Youth Service department stating that they "are always friendly and helpful" and that her children are not afraid to ask for help as they have been in other libraries.

Meeting adjourned by Lane Dukart at 4:52 p.m.

Respectfully submitted,

Chris Markley, Manager
May 14, 2019