

# Fayetteville-Lincoln County Public Library

## Library Board Meeting Minutes

September 18, 2023

### Library Board Meeting Attendees:

Mr. Josh Blackburn, Chairman

Ms. Andrea Delap

Ms. Rachel Muzzarelli

Mr. Jeff Alder

Ms. Audra Bradford

Ms. Meghan Murr, Library Director

### Call to Order/Welcome

Mr. Blackburn opened the Library Board meeting at 5:36 p.m. on Monday, September 18, 2023.

### August Meeting Minutes

Ms. Murr provided the members with a copy of the August board meeting minutes for review. Mr. Alder made a motion to approve as written, and Ms. Delap seconded. All members were in favor of approval.

### Public Comments

There were no attendees from the public in the September meeting.

### Regional Library Report

Ms. Bryant nor Ms. Osborne was in attendance of this meeting.

### Friends of the Library Report

The Friends of the Library representative will attend the Library Board meetings on a quarterly basis. They were not in attendance for this meeting.

### Old Business

Ms. Murr reported that the Lee System has had a delay in receiving the parts needed for the HVAC repairs. They expect the work to be completed within the next 2 weeks.

### New Business

The first order of business was discussion of the Library Operating Hours. After analyzing the typical attendance times of library visitors, Ms. Murr recommended some minor changes to the operating hours. These included adding 30 minutes to each week

day (Monday through Friday) and shortening Saturday. This would make the hours of operation 8:30 a.m. to 5:30 p.m. on Monday, Wednesday and Friday, 8:30 a.m. to 7:30 p.m. on Tuesday and Thursday, and 8:30 a.m. to 2:30 p.m. on Saturday. The library is closed on Sunday. These new hours still satisfy the regional requirements and would begin on October 1<sup>st</sup>. Ms. Delap made a motion to accept the new operation hours and Ms. Bradford seconded the motion. All members approved.

Ms. Murr requested updates be made to the guidelines for checking out the Dramatic Play Kits. The library has 3 kits which include a storybook, STEM game, and materials to work with. Ms. Murr suggested that a family can only check out one kit at a time and for 1 week only with no renewal. These would be for \$2 per day. Mr. Alder made a motion to approve these guidelines and Ms. Bradford was a second. All members approved.

Indentogo is a company that provide Digital Fingerprint Services. The state is looking for more fingerprinting access across the area. The closest one for Lincoln County is in Bedford County. The library was asked to be the access point for Lincoln County. The company provides all the equipment including training for the staff. They believe there will be a minimum of 100 people per month. The library can set specific hours of operation for the fingerprinting services and the company will donate \$3-4 to the Memorial Fund for each fingerprinting service. Ms. Delap made a motion to provide the services with the company Identogo providing all equipment and training. Mr. Alder seconded the motion and all approved.

Ms. Murr asked about becoming a notary. Many patrons request the service and have expected the library would be a place to have something notarized. It requires a commissioner to nominate, and the cost is less than \$100. Ms. Murr will be the first of the staff that would become a notary. Ms. Delap made a motion to have Ms. Murr become a notary and Mr. Alder seconded. All members approved.

The final topic was the library credit card. There have been numerous errors in billing statements and difficulty getting things resolved with the current Regions credit card. Ms. Murr has been shopping around for the best option with a local place such as Redstone FCU. Mr. Adler made a motion to apply for a different credit card and Ms. Bradford seconded. All approved.

## Director's Report

Ms. Murr reported everything has been going very well in the day-to-day operations of the library. In the last month they had 1028 patrons with 40 new library cards issued. There were 116 attendees in programs held in August.

The program coordinator has been working with local nursing homes gathering information about the best way to provide a monthly collection to them to check out. A few of the activities this month include an adult spelling bee and a carnival at the library providing games and activities especially for those who may not be able to attend the

fair. Ms. Murr is also working with UT Extension on providing a basic cooking skills class for kids. In October, she is looking forward to a costume swap, Harry Potter trivia and a ghost walk.

The final topic were the policy and bylaws. The committee has been working on updates including policy for posting meeting days and times along with the agenda. The plan to present the updates at the next meeting.

### Closure

Mr. Blackburn adjourned the meeting at 5:58 p.m. The next board meeting is scheduled for Monday, October 16, 2023 at 5:30 p.m.