

W. G. Rhea Public Library Board Meeting
July 15, 2025
4:00 p.m.

A. Meeting called to order by Chairperson, Cindy Snyder at 4:00 p.m.

B. Roll call by Secretary, Kelly Derr

Kathy Collins	✓	Mary Catherine Lowe	✓
Jacqueline Mann	✓	Dennis Melhouse	✓
Cindy Snyder	✓	Miranda Moon	✓
Phillip Davidson	✓	Sam Tharpe	AB
Kelly Derr	✓	FOL: Martha Thomas	✓
Stacy Hayes	✓	ORRL: Kathryn McBride	✓
Missy Hamilton	✓		

Public Members in attendance: None

C. Communication/Community Comments:

Two board members, Lisa Fitzsimmons (secretary) and Troy Barrow (treasurer), have left the board at the end of their terms. Previous board member, Susan Jones elected to not serve a second term.

D. Consent Agenda

Minutes and Financial Report stands as read and treasurer report filed for audit.

Treasurer's Report:

General Fund Custom Report May 1 - June 30, 2025

Amount available as of 5/01/2025	\$ 92,425.89
Revenue	\$ 72,966.93
Expenses	\$ 77,074.59
Net Revenue 6/30/2025	\$ 88,318.23

Program & Service Fund Custom Report March 1 - April 30, 2025

Amount available as of 5/01/2025	\$180,893.89
Revenue	\$ 4,536.57
Expenses	<u>\$ 16,036.91</u>
Net Revenue 6/30/2025	\$169,393.55

Balance 6/30/2025 in Checking \$4,796.50; High Yield \$164,597.05;
(Bequests Kirk Ford \$18,723.00 and Helener Kane Currier Trust \$158,824.30)

E. Old Business:

- Update on the color multi-function printer: fulfilled a great need and the Friends of the Library covered the cost.

F. New Business:

- Welcome new board members: Miranda Moon, Philip Davidson, and Mary Catherine Lowe.
- Review Proposed slate of officers: Cindy Snyder (board chair), Stacy Hayes (vice chair), Kelly Derr (secretary), and Miranda Moon (treasurer). The slate was approved.
- Directors Evaluation: Provided in packet to board members. Board members have until the next meeting in September to review and return the evaluation.
- Contingency Budget
 - The budget is called a Contingency Budget because it has not been officially passed by the county yet. They are meeting on it July 21. There is a 2% overall increase. Health insurance costs increased. The Program and Service budget remained mostly the same, with slight adjustments to some line items. The budget remained at \$55,000.
- General Fund budget
 - The General Fund budget is based on city and county appropriations and pays for salaries, health insurance, building costs, and expenses.
 - The General Fund budget was voted on and approved.
 - Dennis Melhouse motioned to approve. Board approved.
- Program and Service budget
 - The Program and Service budget comes from library revenues like copies, faxes, and donations and is used mainly for programs and to continue services.
 - The Program and Service budget was voted on and approved.
 - Missy Hamilton motioned to approve. Board approved.

G. Committee Reports: Policy Committee Reports/updates/reviews – Kathy Collins

- Credit and Debit Card Payment Policy
 - A slight revision is needed to reflect that receipts can now be sent via printing, texting, or email due to the new U Square terminal.
 - A motion to accept the addition of payments with Square was approved.
 - Philip Davidson motioned to approve. Board approved.
- Employee Evaluation Form - No revisions are needed.
- Notary Policy - No revisions are needed
- Policy Chairperson
 - A policy chairperson is needed to work with Kathy to finalize policies in Adobe format.
 - Philip Davidson volunteered to be the policy chairperson.

H. Director's Report

- The library relies on community partners to provide programs and services and we had 35 community partners this year. Our library had over 50,000 visitors this year and has over 20,000 active library card holders with 806 library cards issued this year. 240 total library programs were conducted with over 7,000 attendees.
- There is a community display case in the foyer available for community groups, organizations, and businesses to promote themselves on a monthly basis.
- There is a community lending cabinet in the foyer to provide hygiene products to the community. Donations are accepted and needed.
- Kathy gave an overview of the Summer Reading Program 2025: Color Our World; Project Bridge, the Storybook Walk and the End of Summer Reading Event.

I. Friends of the Library

- Friends are revising by-laws to have membership approval in April of next year.
- The Book Nook is generating surprising revenue. Books being donated should be three to five years old.

J. Regional Director's Report

TEL Training for the Public

- All library staff are trained in TEL (Tennessee Electronic Library).
- The next standard is to offer programming using TEL resources for patrons.

Trustee Certification

- Trustee certification involves online modules from the state library and archives.
- Completion rate affects technology grant applications.

Quarterly Regional Refresher Orientation of Trustees

- Quarterly virtual meetings are available for all trustees, not just new ones.

Trustee Workshop

- Annual day-long workshop for trustees in nine counties in northwest Tennessee will be held at the Humboldt Medical Center on September 16, 2025.

K. Adjournment

Meeting adjourned at 4:45 PM.

Next meeting date is September 16, 2025, at 4PM.

Respectfully submitted,

Kelly Derr

Kelly Derr

W.G. Rhea Public Library Board Secretary