**Kingsport Public Library Commission – Meeting Minutes**

**Kingsport Public Library Auditorium**

**Monday, November 8, 2021**

**Members Present:**

 Melissa Hamby, Chair

 Dorothy Dobbins

 Mickey Shull

 Kate Harden

 Jaclyn Clendenen

**Others Present:**

 Chris Markley, Library Manager

 Roni Shaffer, Library Secretary

 Michael Borders, Assistant City Manager

 Betty Davis, TN State Director of Regional Libraries

 Sara Egan, Holston River Regional Administrative Assistant

 Gail Campbell, Holston River Regional Board Member

Meeting was called to order by Melissa Hamby, at 3:59pm.

**Actions Taken:**

Minutes from July and September Meetings Approved

* Motion to approve made by Mickey Shull
* Motion seconded by Dorothy Dobbins
* Vote unanimous.

 Approval of the revision of the Hotspot Policy Addendum

**Regional Director’s Report:** TSLA is currently taking applications for members of the Tennessee Advisory Council on Libraries. This group advises TSLA on the long-range program for library services in Tennessee and policy matters, taking into account the libraries and needs of their area. Applications are available from Sara Egan via email.

Regional Director interviews are currently being held. Interviews for the Assistant position will be held once the Regional Director position has been filled.

The Level V Directors’ Summit will be held in-person in April 2022, at TLA as a preconference event. This is an important event, and the hope is to be able to meet fully in-person rather than virtually.

**Manager’s Report:** As emailed (on file.) Chris Markley shared information about what the library is up to lately:

* We have recently received several e-readers with cases which were donated from United Way to the Friends of the Library, who in turn donated them to us. These e-readers will be for use by aftercare facilities in our area.
* We have revamped our computer training here at the library. We now offer 1-on-1 instruction time here at the library as well as at the Senior Center, and this program has been extremely popular! We’ve been scheduling around 30 appointments per month, for instruction time on using computers, tablets, phones, e-readers, etc.
* We have been gradually adding small indoors programs along with the programs we’ve been holding outdoors since COVID. The Teen “crafternoon” programs has especially had a steadily growing attendance.
* We had over 1,000 children and adults come to the library as part of the DKA Trick or Treat event at the end of October, and we will be participating in a Christmas gift-wrapping program in partnership with DKA in December.

**Old Business:** Strategic Plan Quarterly Update

* July through September the library placed a focus on our Outreach and how we could partner more with others in our community. We participated in community events such as Funfest and the DKA Trick-or-Treat event, held a very popular downtown concert series featuring local artists, had a booth at the Farmer’s Market, and Chris Markley made presentations about the library to the Kingsport BMA and Kiwanis Club.
* We are currently trying to boost our Facebook posts to a wider audience who may not typically see them by paying Facebook to share certain events more widely, and are sending out random user surveys to patrons once per week.
* We are also speaking with Cain, Rash, West Architects about future renovation plans. The Archives shelving for the new location in City hall should arrive in 12-18 weeks; the Purchase Order has been sent.

**New Business:** Hot Spot Policy Addendum Revision

* Over the past year, the usual fee to borrow a HotSpot or HotSpot/Chromebook pack has been waived, due to a grant received by the library in combination with a donation from a church, which covered these fees for one year.
* Over the next year, until November 22, the Friends of the Library will take on those fees so that these items can continue to be used for free.
* Chris Markley has proposed to amend the addendum to waive the fees any time that alternate funding is available to cover them. Many of the patrons who use these items the most cannot afford internet or devices for themselves, and making these items cost-free will remove one more barrier in patrons’ ability to participate and work in a world that is becoming increasingly online/mobile device-dependent. The hope is that in the future other organizations will also be willing to cover the fees for using these devices for periods of time, so that we will not have to require payment for checkout.
* Motion to adopt the addendum made by Dorothy Dobbins, seconded by Mickey Shull. Approval unanimous.

Meeting adjourned by Melissa Hamby at 4:31pm

Respectfully Submitted,

Roni Shaffer, Secretary

November 8, 2021

*Approved August 8, 2022*