

**Library Board of Trustees Meeting
December 19, 2023**

The Knoxville Public Library Board of Trustees met at the library on Tuesday, December 19, 2023 at 4:00 p.m. Members present were John Mertz, Jan Evans, Erin McBride, Lindsey Carlson, Dave Johnson, and Elly Shaw. Laura Kendrick was absent. Staff present were Director Thompson, Holly Shelford, Connie Davids, and Heather Libby.

The meeting was called to order by Lindsey Carlson. Shaw moved, McBride seconded to approve the minutes of the November 21, 2023 meeting as mailed. Motion passed unanimously.

Roslin gave the librarian's report for November 2023. Total circulation was 2,845 printed materials, 652 non-print materials, while downloadable materials numbered 1,244 items. Computer usage was 468 and 1,072 recorded usage of the wifi. Total number of visits for November was 1,602 (average of 67 visits a day). An electrical outage affected the door count for one day.

The library hosted 17 total programs with 607 attendees. School visits to West Elementary and Northstar have resumed, tying the library and schools together in partnership. City and county budget planning is underway. The library will be closed Dec. 25, 26, and Jan. 1. During winter break, the library will distribute school snacks for the Knoxville Food Youth Initiative (KFYI).

Under Media Strategy Plan, the library will publish its calendar for January and send it to the various media outlets. KNIA/KRLS reporter has interviewed staff regarding several programs. Different activities are planned for the winter break: Lifesize CandyLand will be back, followed with the showing of the classic "Willy Wonka and the Chocolate Factory" movie, crafts drop-in days, as well as the regular programming for book club, DIY, and Story Time. The city newsletter also publishes news from the library. The Chamber of Commerce will share the newsletter on its website.

Mertz moved, Johnson seconded that the financial report for November be approved. Motion was unanimous. Evans moved, McBride seconded the city trust report for November be accepted. Motion was unanimous. McBride moved, Shaw seconded the approval for payment of bills for December. Motion passed unanimously, and a copy is attached to the minutes.

Under Unfinished Business, FEH had delivered preliminary design development plans for board review. A special meeting is scheduled on Thursday, December 21 at 2:00 p.m.

There being no further business, the meeting was adjourned. The next regular meeting will be held Tuesday, January 16, 2024 at 4:00 PM at the Knoxville Public Library.

Roslin Thompson, secretary

**Board of Trustees Special Meeting
December 21, 2023**

The Knoxville Public Library Board of Trustees met on Thursday, Dec. 21, 2023 at 2:00 P.M. for a special meeting. Members present were Lindsey Carlson, John Mertz, Dave Johnson, and Elly Shaw (virtual). Jason Cooper, Chris Martin, Justin Strom (virtual), and Shane Tully (virtual) were also present. Director Thompson was present.

The architects reviewed the completed design development documents. Current cost estimate indicates the project is \$48,225 over budget so areas were discussed to reduce cost. For more complete notes, please see Jason Cooper's minutes.

The meeting was adjourned at 4:00 p.m. The next regular meeting will be held on January 16, 2024 at 4:00 p.m. at the library.

Roslin Thompson
Secretary