



Munford-Tipton County Memorial Library  
1476 Munford Avenue  
Munford, TN 38058  
(901) 837-2665  
[www.munford.com](http://www.munford.com)



Tuesday, September 26, 2023

Members present: Marsha Deneka, Lindsey Moore, Lauren Boulter, Pat Hooks, Latoya Avery, Shannon Childress, Christy Delashmit, and Julie Dahlhauser, Regional Rep.  
Absent: Sherry Yelvington

1. Pres. Latoya Avery called the meeting to order at 4:29 p.m.
2. Public Forum: No citizens were present to bring forth concerns.
3. Minutes from June 2023: Pat made the motion to accept the minutes as written provided meeting dates were corrected. Christy seconded the motion, and all approved.
4. Treasurer's Report: Sherry provided the treasurer's report in her absence. The report matches the MOE. Marsha made the motion to accept the treasurer's report. Pat seconded the motion, and all approved.
5. Old Business: Pat and Marsha gave a very brief report on what they learned at the West Tennessee Trustee Workshop that they attended on September 14, 2023.
6. New Business:
  - a. Christy Delashmit and Shannon Childress were welcomed as new members.
  - b. A governance standard was discussed: The board functions as a policy-making and oversight body and entrusts the director and staff with the day to day management of the library.
  - c. A collection standard was discussed: The collection is weeded in accordance with Continuous Review, Evaluation, and Weeding (CREW) guidelines. (5% is weeded annually and 5% is added annually.)
  - d. A review of the Library Service Agreement was conducted.
  - e. A Public Comment Policy was discussed by board members, and a final statement was approved. Lauren made the motion to approve. Christy seconded, and all were in favor.

- f. The Collection Development Policy was reviewed by board members, and changes were made under the following headings: Purpose, General Selection Criteria, Collections, Reconsideration of Library Materials, and Donated Materials. The policy will be reviewed by the Library Board annually. Christy made a motion to approve the changes made to the Collection Development Policy. Shannon seconded the motion, and all were in favor.
7. Librarian's Report
  - a. Lindsey reported that there were a total of 2071 hours read in the Summer Reading Challenge.
  - b. The Summer Reading Program "All Together Now" boasted 25-30 participants each time. Patrons made birdhouses, cards for senior citizens, animal shelter donations, and enjoyed a military appreciation day.
  - c. Lindsey will attend the Summer Reading Conference (for 2024) in Martin, TN, on October 3<sup>rd</sup>.
  - d. The Video Relay Service has been received and installed. It is the only one in Tipton, Fayette, and Lauderdale Counties. To date, there have been 30 uses.
  - e. During Celebrate Munford on October 21<sup>st</sup>, the library will be open to showcase the Art Show, provide WIFI to vendors and restrooms to the public. The book sale will also be open.
8. Hatchie River Regional Library Report
  - a. Julie provided handouts that included the Hatchie River Regional Library Training and Event Calendar 2023-24 and Munford-Tipton County Checklist for Regional Information.
  - b. Julie emphasized the training on November 16<sup>th</sup>, Building Your Library's Long-Range Plan. She also gave a brief summary of the session on Succession Planning from the West TN Trustee Workshop. She also made mention of the Tech Symposium to be held in Jackson on October 12, 2023.

The next board meeting will be on October 24, 2023. Lauren moved that we adjourn; Pat seconded, and all were in favor. The meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Marsha Deneka