

**Board of Trustees Meeting
November 10, 2025**

The Knoxville Public Library Board of Trustees met at the library on Monday, November 10, 2025 at 5:00 p.m. Members present were Lindsey Carlson, Erin McBride, Elly Shaw, Dave Garcia, Jan Evans, and John Mertz. Laura Kendrick was absent. Staff present were Ashley Miller and Holly Shelford.

The meeting was called to order by Lindsey Carlson. Shaw moved; Mertz seconded to approve the minutes of the October 13, 2025 meeting as mailed. Motion passed unanimously. There were no public comments. The only correspondence was from the Carnegie Foundation with word about the upcoming gifts to public libraries.

Ashley gave the librarian's report for October 2025. Total circulation for the month was 5,855. There were 572 uses of public access computers and 1,063 wireless internet access uses. There were 4,568 visits averaging 176 people a weekday. This was the first month where the library had over 2,000 checkouts on Libby.

The library had 27 programs throughout the month of September with 495 participants. Storytime had great numbers with an average of 21 people a storytime. DIY remained steady with 21 patrons creating ghosts in a jar. Trivia had another large turnout with 32 patrons present, and the numbers in Gerifit classes continue to soar with 81 patrons attending throughout the month. The library hosted Jennie Hucks with the Iowa Boo Crew for a paranormal presentation and saw a turn out of 74 patrons. NAMI held a mental health toolkit workshop and 31 patrons attended. Pumpkin painting saw a turnout of 33 and 265 children were met during trunk and treat.

The daytime book club saw 15 patrons, the Sequel saw 6, and Fright Club had 8. Adventure Pass is continuing to be beneficial for the community; 8 families benefitted from this service in October.

Under Media Strategy Plan, the staff will continue to promote events in November through local news sources and social media with the publications of press releases to promote upcoming programming.

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

Under New Business, Ashley presented the board with an Emergency Plan for the library. The plan approval was moved by Shaw and seconded by Garcia with the stipulations that edits will be made before the next board meeting with outside input on emergency procedures. Revisions towards the Meeting Room Policy were presented; Garcia moved, and McBride seconded to approve the revisions.

Under Miscellaneous Business, the board approved the switch from Xerox to Konica Minolta for copier services as it is more cost effective for the library.

There being no further business, the meeting was adjourned at 5:45 p.m. The next regular meeting will be held Monday, December 8, 2025 at 5:00 PM at the Knoxville Public Library.

Ashley Miller,
Secretary