

## SJNCS Advisory Board Meeting Minutes

Thursday, November 16, 2023

St. John Neumann Library

4:00 p.m. - 5:30 p.m.

### I. Call to Order – 4:00 p.m.

Attendance: Kelly Mechelke, Principal; Fr. Joe Reed, Pastor; Sabrina Talley, Academic Dean; Mary Marlowe, Director of Admissions; Patrick Wade, Director of Development; Jenny Hay (on telephone), Board Member; Will Silverberg, Board Member; Alex LaFasto, Vice-Chair Board Member; Taylor Locke, Board Member; Hiram Morales, Chair Board Member; Jessica Louthan, Board Member, Steve Eckstein, Faculty Representative; Jennifer Dzermejko, PTMO President; Mallory Nygard, Director of Library and Information Services; Stephanie Greiner, Director of Communications (Recording Secretary)

Absent: Christine Roeck, Director of Account Services and Will Silverberg, Board Member

### II. Opening Prayer by Dr. Mechelke

### III. Discuss / Approve previous Meeting Minutes

- **Call for Vote** by Dr. Mechelke to approve October Minutes
- **Vote:** Unanimous Aye
- Stephanie Greiner will create an Advisory Board page within the sjncls-knox.org website. Advisory Board Members will send in biographical information, contact information, and a photo. Bylaws and meeting minutes will be published on the same webpage. Information directing parents to the new webpage will be sent in the SJNCS Monday Newsletter.

### IV. Old Business

- Bylaws: Edits from the Diocese of Knoxville were discussed.
- **Call for Vote** by Dr. Mechelke to approve bylaws with Diocesan edits.
- **Vote:** Unanimous Aye

### V. New Business

- Introduction of Mallory Nygard, School Librarian and Media Specialist
  - Ms. Nygard reviewed her educational and professional background and quickly reviewed the design and layout of the SJNCS Library, with input about how annual fund gifts are used in the library.
  - Library Annual Report and Newsletter Review
    - This information will be added to the Library page of the school website.
  - Library Policy and Procedures Review
    - Ms. Nygard reviewed the Mission and Goals of the library, the importance of curiosity and imagination, and the responsibilities of the Library Media Specialist.

The Selection Policy for the library materials was reviewed with an emphasis on updating the library to meet industry standards—the average publishing age of materials should be approximately 10 years, with care taken to include many classics. Ms. Nygard reviewed her process for helping students identify what they like to read and how she works to build relationships with students as they grow. Before ordering new materials, she consults reviews from both Catholic and non-Catholic sources and also tries to align book orders with material that is being taught in the classrooms. Parent volunteers are helpful when they recommend books for the library and come to read to classes. Books that are in poor condition or not being checked out are weeded throughout the year. Books with an “orange dot” are restricted to 7th and 8th grade due to the complexity of the material and topics covered.

- Reconsideration of Materials Process
  - This process has been in place at SJNCS but not always implemented or enforced. The process will be added to the website for transparency and accessibility. Parents should be encouraged to talk to Ms. Nygard first when there is a concern. Moving forward, Ms. Nygard will be part of the new family orientation so that parents are aware of her role. The library newsletters and policies will be added to the website with a link in the Monday Newsletter.
- Ad Hoc Library Committee
  - The Board approves the makeup of the Committee as outlined in the Library Policy and Procedures (page 12) with the change from “behavior interventionist” to “a member of the learning lab.” Additionally, instead of two appointed parents, the committee will consist of up to four parents who must apply to be a part of the ad hoc committee, forming a pool of members to rotate through. To add to transparency, the committee will be fluid, and the parent pool will be open for applications every year. It should be noted that it is the committee member’s responsibility to find the book at a library, borrow it, or purchase it on their own.
- Challenged Books
  - Books currently being challenged were divided among the members of the Advisory Board to be read by at least two members and discussed at the next meeting.

VI. Closing Prayer by Fr. Joe Reed - Meeting adjourned at 5:29 pm