



## **Meeting Minutes for the Special Called Joint Meeting of LBOT, Friends of the Spring Hill Library, and the Spring Hill Public Library Foundation**

**Date:** January 29, 2026

**Time:** 5:59 p.m.

**Location:** Spring Hill City Hall Boardroom

### **Call to Order**

The meeting was called to order by Chair Alicia Fitts at 5:59 p.m.

Members Present: Susan Bruey, John Canepari, David Gibbs, Alicia Fitts, Carolyn Jett, Bill Luttmann, & Russ Turpin

### **Stipulation and Introduction of Members Present**

Library staff, Library Board of Trustees, the Board of Directors of the Friends of the Spring Hill Library, and the Board of Directors for the Spring Hill Public Library Foundation were introduced.

### **Approval of Agenda**

Motion by David Gibbs, seconded by Bill Luttmann, to approve the agenda as presented.  
Motion carried unanimously by voice vote.

### **Public Comment**

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

One public comment was offered by a community member named Steve (last name not provided), who wished to reiterate the importance of the library for his children and grandchildren.

## **Missions of the Boards**

### **Library Board of Trustees (LBOT) - Chair Alicia Fitts**

Chair Fitts outlined the mission and role of the LBOT:

- LBOT is a state-mandated governing body of the Spring Hill Public Library, whose role it is to develop and approve library policies and oversee implementation by library staff
- LBOT does not have significant fundraising potential, as it is limited to money the library earns via fees and through money earned through sales of books produced by library staff (example: *Spring Hill: A Pictorial History* presented by the Spring Hill Public Library).

### **Friends of the Spring Hill Library (FOL) - President Lisa Arnwine**

President Arnwine outlined the mission and role of the FOL, which includes:

- Advocacy - within the community and within the local political realm (like wearing the royal blue Friends shirts to BOMA meetings, for example)
- Volunteerism - fundraising events are organized and implemented by volunteers; long tradition of volunteerism with the Friends of the Spring Hill Library group.
- Fundraising - primarily through book sales; funds are used primarily for the Library's short term needs that are not covered by the budget allotted by the city (technology, programming, etc)

### **Spring Hill Public Library Foundation - President Brenda Hogan**

President Hogan outlined the mission and role of the Foundation:

- To cultivate public and private partnerships to secure funding for establishing a new state-of-the-art library facility, complementing, not replacing, existing tax-based funding and continue to support the library beyond construction, ensuring its ongoing vitality through financial support.

## **Memorandums of Understanding (MOU): LBOT Chair Alicia Fitts**

LBOT Chair Fitts pointed out that LBOT is seeking to establish MOUs with the Friends of the Spring Hill Library and with the Spring Hill Public Library Foundation for two reasons: 1) to clarify partnerships and 2) to meet state library standards

Accordingly, MOU drafts have been sent to the Friends and the Foundation for review and suggested amendments as part of the drafting and adoption process.

## **Fundraising Efforts by the Boards: LBOT Chair Alicia Fitts**

Library Director Juriew provided a quick overview of how the library receives funding:

- The Spring Hill Public Library receives some funding from Williamson and Maury Counties, with a majority of the funding coming from the City of Spring Hill.
- The library operates under the umbrella of the Secretary of State, which offers several grant opportunities for various library initiatives (including construction, but we are several steps away from reaching that step of the process).
- Maintenance of Effort (MOE) - a state law that exists to protect library funding; this law stipulates that funding must be maintained at the level of the previous year; and that cuts to a city budget must be made across the board (example: a city cannot only cut library funding by 10%; every department must be cut by 10%, or the maintenance of effort applies, where the state can intervene).

FOL President Lisa Arnwine mentioned that for the Friends of the Spring Hill Library, membership dues fund the operation of the organization, whereas money raised through fundraising efforts (book sales, etc) go to the Library.

LBOT Chair Fitts then underscored the importance of establishing and maintaining a cohesive relationship among the boards, as well as the importance of effective communication, because each group is working toward the same goal: a new building.

## **New Library Building Update: Library Director Juriew & Assistant Library Director Halter**

Library Director Juriew provided an update on the new library building:

- Spring Hill Board of Mayor and Aldermen are on board with the new Library building
- Environmental testing was conducted & the site was found suitable for construction.
- A Geotech boring sample was also conducted, which found the site suitable for a multi-story building.
- Accordingly, Director Juriew & Assistant Director Halter met with the architect to discuss and review architectural renderings.
- An immediate issue arose: parking. Director Juriew presented two preliminary architectural concepts that address the parking needs of the new building in different ways.

- One option requires the construction of a parking garage; the other option requires the acquisition of two acres of land from a citizen to facilitate the construction of a larger parking lot.
- Director Juriew reported that the City Administrator will be discussing the parking issue and each of these plans with Mayor Fitterer on Friday, January 30th to discuss options.

Assistant Library Director Halter reviewed the results of the Community Input Survey for the New Library Building. She noted 843 total survey responses, which was more than had been anticipated, demonstrating significant excitement for the new Library among Library patrons.

### **Round Table**

- Director Juriew announced that the Library had commissioned a portrait of former director Helen Dark and to be on the lookout for an announcement regarding the dedication ceremony.

### **Public Comment**

Chair Fitts reminded attendees of the procedural rules for public comment: items are taken in agenda order, audience members must be recognized by the Chairperson, comments are limited to five minutes, and rebuttal remarks are not permitted.

No public comment.

### **Adjournment**

Motion by Bill Luttmann, seconded by David Gibbs, to adjourn. Approved unanimously by voice vote. The meeting adjourned at 8:00 p.m.

Next Meeting: Regular LBOT meeting on Tuesday, March 10 at 6:00 p.m.