

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-July 14, 2015
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on July 14, 2015 at 12:00 p.m. with Board Chair, Karen McMahan, presiding.

Mr. Daniel Walker called the roll. The following members were present:

Sherri Anderson
Lilian Bruce
Herb Cohn
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahan
Chrystal Partridge
Tiffanie Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Chief Operations Manager; Natalie Phillips, Fiscal Analyst; Karen Brown, Administrative Manager; Nel Reid, Library Assistant.

Ms. Karen McMahan, Board Chair, called the meeting to order.

APPROVAL OF THE MINUTES OF THE JUNE 16, 2015 BOARD MEETING:

Ms. Theresa Liedtka made a motion that the minutes of the June 16, 2015 meeting be approved. Mr. Daniel Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Sherri Anderson, Treasurer, reported that the library's income and expense receipts are at 99% with no months remaining in the budget year 2014-2015.

Receipts are as follows: LSTA Grant ACH Reimbursement in the amount of \$9,757.00.

Contract Service Expenditures are as follows: SEI Security Guard Service in the amount of \$3,741.87; Innovative - Polaris quarterly software maintenance in the amount of \$10,577.33; Stanley Convergent alarm monitoring at Main & South Chattanooga in the amount of \$1,728.51; EnvisionWare RFID Self Check Out Stations in the amount of \$7,616.78.

Expenditures are at 95% pending final close of FY15.

Ms. Sherri Anderson announced that the monthly financial statement will be presented in a new format that is more aligned with the City of Chattanooga's Oracle operating system.

Ms. Karen McMahon, Board Chair, asked Ms. Corinne Hill, Executive Director, why expenditures are under 100%. Ms. Hill stated that expenditures are under 100% due to salary savings. Ms. Natalie Phillips, Fiscal Analyst, stated that a portion of the Noone fund has been earmarked for the digitization project pending an RFP. The Noone fund will carry over.

Ms. Corinne Hill requested the Board's approval of the Fiscal Year 2016 Chattanooga Public Library City Appropriation for operations in the amount of \$5,800,000.00 and City Appropriation for pop-up access in the amount of \$15,000.00.

Ms. Theresa Liedtka made a motion to approve the Fiscal Year 2016 Chattanooga Public Library City Appropriation for operations in the amount of \$5,800,000.00 and City Appropriation for pop-up access in the amount of \$15,000.00. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Mr. Tom Griscom asked Ms. Corinne Hill why this year's budget is \$150,000.00 less. Ms. Hill stated, "They gave us additional funding last year for projects that they did not fund this year."

FRIENDS OF THE LIBRARY REPORT:

Mr. Herb Cohn reported that Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library is away on business.

The Friends of the Chattanooga Public Library book sale will take place at Hamilton Place Mall in the old Piccadilly location near the bus stop from July 31, 2015 until August 15, 2015. On August

16, 2015, from 12:00 pm until 6:00 pm, Hamilton County Educators and Nonprofits are invited to take anything left on the tables at no charge.

Barnes & Noble will host a book fair from July 30, 2015 until August 2, 2015 supporting Friends of the Chattanooga Public Library.

Friends of the Chattanooga Public Library are considering remote honor system book sales at the Chattanooga Airport and Library branches.

Mr. Herb Cohn stated, "Book sales, once the primary source of income for Friends of the Library, are diminishing. There is a new fundraising committee that is meeting and trying to find ways to generate more income to benefit the Library."

COMMITTEE REPORTS:

There were no committee reports.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of the following blanket contracts:

• Baker & Taylor	\$275,000
• MidWest Tape	\$175,000
• Recorded Books	\$25,000
• Ingram Library Services	\$25,000
• Gale	\$95,000
• OCLC	\$35,000
• 3M Company	\$50,000
• ProQuest	\$10,000
• News Bank	\$8,000
• Ill Innovation – Polaris	\$58,000
• Brainfuse	\$16,000
• World Vital Records	\$4,500
• Reference USA InfoGroup	\$10,000
• Ebsco Subscription Services	\$24,000
• Overdrive	\$75,000

The Library makes purchases with these vendors throughout the year. The totals are the maximum allowed expenditures this year for each vendor.

Ms. Karen McMahon requested an update on how much money is spent on each vendor. Ms. Corinne Hill offered to present a report in the fall on the Library's collections.

Ms. Theresa Liedtka made a motion to approve all aforementioned contracts. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the following recurring expenditures:

EPB	Main	\$175,000
	Northgate	\$26,000
	South Chattanooga	\$5,500
EPB Total		\$206,500
Atlanta Gas Co	Main	\$10,000
	South Chattanooga	\$1,000
Atlanta Gas Co Total		\$11,000
Stanley Convergent Alarm Systems	Main	\$5,000
	South Chattanooga	\$2,000
Stanley Convergent Alarm Systems Total		\$7,000
Luken Holdings	Eastgate Total	\$94,150
SEI Security	Main Total	\$35,000
TN AM Water & Sewer	Main	\$12,000
	South Chattanooga	\$3,000
TN AM Water & Sewer Total		\$15,000
Canon	Main	\$9,000
	Eastgate	\$3,200
	Northgate	\$3,200
	South Chattanooga	\$1,600
Canon Total		\$17,000
Certified Maintenance	Eastgate	\$8,640
	Northgate	\$7,284

	South Chattanooga	\$4956
<u>Certified Maintenance Total</u>		<u>\$20,880</u>
<u>Oracle Elevator Company Total</u>		<u>\$12,060</u>

The Library makes purchases with these vendors throughout the year. The totals are the maximum allowed expenditures this year for each vendor.

Ms. Lilian Bruce made a motion to approve all recurring expenditures. Ms. Chrystal Partridge seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of expenditure in the amount of \$23,202.00 to AWE Digital Learning Solutions for nine (9) early literacy stations. Five (5) stations will replace old stations in the Children's Department on the second floor, two (2) stations will go to the Eastgate Branch, and two (2) stations will go to the Northgate Branch. The South Chattanooga Branch has new early literacy stations.

Mr. Daniel Walker made a motion to approve expenditure in the amount of \$23,202.00 to AWE Digital Learning Solutions for nine (9) early literacy stations. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reported that 24,025 Hamilton County School (HCDE) students have been issued library cards and represent 13% (10,802) of the Library's total circulation of 81,903 for the month of June 2015. As of July 7, 2015, 6,507 (27%) of the HCDE students are active library card users. Total circulation for the fiscal year ending in June 2015 is 927,931 with 70,751 (8%) circulations coming from HCDE student cards.

Ms. Corinne Hill presented the Board with end-of-year statistics. The circulation total is up 7%. The Library met 97% of the goal set for circulation this year. Digital circulation is up 48%. Circulation for Teen materials is up 17%. Circulation for Juvenile materials is up 13%. Door counts are up 5%. More than 582,000 customers have come through the library in the last year. There were 927,931 circulations in the last fiscal year.

Ms. Corinne Hill asked Mr. Richard Beeland, Chief Administrative Officer, to address the Board regarding the HVAC (heating, ventilating, and air conditioning) for the Main Branch. Mr. Beeland stated that the HVAC in the Main Branch is 39 years old. "We are approved for capitol dollars to add to existing capitol dollars. We have almost \$700,000 now that we can use for a new HVAC system which is estimated at closer to \$1,000,000 for a complete replacement.

Replacing the unit will reduce energy costs. There are existing issues. Right now we're at 50% capacity on the 4th Floor. We're looking at emergency replacement of a condensing unit which could be integrated into the overall repair of the HVAC system. TVA offers a rebate program for energy efficient replacement of these kinds of systems. We want to make sure we're within their window of opportunity which doesn't start until November. We are working with the City trying to keep the unit operational for as long as we can so that we can take advantage of any opportunities that are out there. Even a small reimbursement would be a lot of money considering the cost of the HVAC system."

Ms. Karen McMahon asked Mr. Beeland where the rest of the money will come from. Mr. Beeland stated that money can be pulled from the reserve fund. It should be less than \$200,000. Ms. Corinne Hill stated that as the Library experiences energy cost savings with the new HVAC unit, the savings can be put back into the reserve fund.

Ms. Corinne Hill revisited her presentation from the June 1, 2015 annual Board meeting.

Mr. Herb Cohn stated that in the year 2000, the Library Board was discussing the Eastgate Branch. "When are we going to face it and how are we going to face it? Does anybody know the answer?" Ms. Karen McMahon stated, "That's one of the things that I personally felt should be the catalyst for doing a strategic plan that this Board participates in this summer or sooner. We'll all hopefully have a chance to weigh in and discuss it. If we don't talk about it now we're going to be re-upping our lease in 2017 in a facility that's woefully inadequate. "

Ms. Corinne Hill asked Mr. Richard Beeland to present a report on library circulation by zip code. Mr. Beeland stated, "What we want to do is pull geographical data in order to identify City Council districts which can be useful moving forward. Northgate Brach has the highest circulation and South Chattanooga had a 27% increase in circulation in the last year. We contribute that to its focus on Children, Teens and Tweens. We had a lot more people coming in and using materials there. The maps show that we are not only serving the city of Chattanooga. We are serving a multi-county, three-state area. There are half a million people in this big area that we call the Chattanooga Region and we serve a lot of them. This is the beginning of trying to get some information to you that may be helpful."

Ms. Corinne Hill presented to the Board the bulleted ideas from the June 1, 2015 annual Board meeting. Ms. Karen McMahon requested that more time be dedicated to the bulleted ideas in another meeting. Ms. Hill suggested that since the August meeting has been canceled, a different date be chosen in August specifically for the Board to discuss the bulleted ideas from

the June 1, 2015 annual Board meeting and steps moving forward. While this did not require a motion, the Board agreed to meet in August as specified.

There being no further business to discuss, Ms. Karen McMahon requested a motion to adjourn the July 14, 2015 Board meeting.

Ms. Lilian Bruce made a motion that the July 14, 2015 Board meeting be adjourned. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

The July 14, 2015 Board meeting was adjourned at 1:04 p.m.



Mr. Daniel Walker

Board Secretary