

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-June 16, 2015
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on June 16, 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
Tom Griscom
Micah Guster
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; Valerie Malueg, City Attorney; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Karen Brown, Administrative Manager; Nel Reid, Library Assistant.

Guest: Roslyn Moore-Allen

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

APPROVAL OF THE MINUTES OF THE MAY 5, 2015 BOARD MEETING:

Mr. Tom Griscom made a motion that the minutes of the May 5, 2015 meeting be approved. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

APPROVAL OF THE MINUTES OF THE JUNE 1, 2015 ANNUAL BOARD MEETING:

Ms. Karen McMahon requested that Ms. Corinne Hill revisit her presentation from the June 1, 2015 annual meeting and that the ideas and high points discussed about the future of the library be presented at the July Board meeting.

Mr. Tom Griscom requested that Ms. Corinne Hill send her presentation from the June 2015 annual meeting to the Board.

Mr. Daniel Walker made a motion that the minutes of the June 1, 2015 annual meeting be approved. Ms. Sherri Anderson 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 91% with one (1) month of the budget year remaining.

Receipts are as follows: E-Rate EPB Reimbursement in the amount of \$37,694.22.

Contract Service Expenditures are as follows: SEI Security Guard Service in the amount of \$2,743.29; Polaris quarterly software maintenance in the amount of \$10,197.63.

Expenditures are at 86% for the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that he is talking with the Chattanooga Airport about a possible partnership that would offer books to travelers.

The Friends of the Chattanooga Public Library is discussing ways to attract corporate partnerships and grants for library programming.

Muse of Fire obtained a grant from the Lyndhurst Foundation in the amount of \$50,000.00 to be used over the course of three (3) years. The next Muse of Fire performance is scheduled for November 2015.

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.

COMMITTEE REPORTS:

There were no committee reports.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval to pay \$10,577.33 to Innovative Interfaces for second quarter software maintenance.

Ms. Corinne Hill requested the Board's approval of an expenditure in the amount of \$30,000.00 as advance payment to Hoopla for streaming services. This account will be drawn upon for the next fiscal year.

Ms. Corinne Hill requested the Board's approval of an expenditure in the amount of \$30,000.00 as advance payment to OCLC for catalog records. This account will be drawn upon for the next fiscal year.

Ms. Sherri Anderson made a motion to approve all aforementioned payments and expenditures. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.

In anticipation of Chattanooga City Council's approval of Mayor Andy Berke's proposed FY2016 budget, Ms. Corinne Hill requested the Board's approval of Mayor Berke's pay increase for employees.

- 1) \$750/year (or .36 cents/hour) increase for full time non-sworn employees making less than \$50,000/yr.
- 2) .36 cents/hour for eligible part time and temporary employees
- 3) 1.5% increase for full time employees making over \$50,000/yr.

In anticipation of Chattanooga City Council's approval of Mayor Andy Berke's proposed FY2016 budget, Ms. Corinne Hill requested the Board's approval of Mayor Berke's longevity pay for full time eligible employees in the amount of \$75.00 for each full year of continuous service from five (5) years up to a maximum of thirty (30) years.

Mr. Tom Griscom made a motion to approve the pay increase and longevity pay for library employees pending the Chattanooga City Council's approval of Mayor Andy Berke's proposed FY2016 budget. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the policy announcement to be posted at the Downtown Circulation desk regarding the patron code of conduct and acceptable behavior in the library. The Board made suggestions for edits to the announcement. A copy of the policy announcement is attached and made a part of these Minutes.

Mr. Tom Griscom made a motion to approve the policy announcement with suggested edits. Ms. Sherri Anderson seconded the motion. The motion approved and carried.

Ms. Corinne Hill requested the Board's approval to cancel the August 18, 2015 Board meeting.

Mr. Tom Griscom requested that Ms. Corinne Hill send the Board an overview of the things that happen from July to the next Board meeting in September so it can continue to monitor all the important things going on.

Ms. Karen McMahon stated there should be an understanding that a meeting can be called if there is an issue to address.

Ms. Tiffanie Robinson made a motion to cancel the August 18, 2015 Board meeting. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reported that 24,028 Hamilton County School (HCDE) students have been issued library cards and represent 11% (7,835) of the Library's total circulation of 69,384 for the month of May 2015. As of June 1, 2015, 6,121 (25%) of the HCDE students are active library card users. The Library is working on parent packets for HCDE library card renewal. HCDE Librarians will be trained at the Main Library again this year.

Ms. Corinne Hill presented to the Board a report on the Library's goals, projected outcomes for FY 2015 and the highest usage by zip code. The goal for circulation is 957,177 and the projected circulation is at 98% with 933,428. The system-wide door count goal was 480,749 and has been exceeded with 587,695.

Ms. Corinne Hill stated that the Library has had a good solid year of reliable statistics and can continue to be data driven. Based on the data, zip codes with the highest usage are 37343 and 37421.

Ms. Corinne Hill stated that the Library is in the RFID process. Gates will be installed at all branches that have counters to show what the business looks like hourly. RFID will help with walk-up programming in Youth Services allowing kids to scan their library card to activate program tables.

Ms. Corinne Hill stated, "I believe we have to keep moving forward and in order to keep moving forward there needs to be some kind of planning process. It has been seven (7) year since we had any kind of public visioning process. We have the information from Gail Lord's group and that was for a specific location. The people confirmed the things that we know. People want to be able to read there. They want to have a place for their kids. They want to have access to computers. It's pretty solid information. But I think a public visioning process needs to be done system-wide. I also think we need to have conversations with community partners because the other thing that keeps coming up, especially in the summer, is that teachers are looking for opportunities for training which I think is really interesting. We think there's something there that we need to explore, but we're also very interested in getting deeper into job training and development, especially soft skills. Then we have Tech Goes Home which is going on and we have Eastgate whose lease is up in 2017 and the building does not meet our needs."

Ms. Lilian Bruce stated, "I think there's a lot of things going on in the community, big efforts going on and how we align with those things and support them while still doing what we're doing. There are a lot of opportunities."

Ms. Corinne Hill stated, "One of the things that we've also talked about is that when we first came into the game three years ago and started that maker space and everything else, there really was no other game in town. There really was nowhere for folks to hold that kind of hacker event, but now there are places where that is happening and quite frankly they're really nice. We're seeing some of those gaps filled. We still want to play in the tech game, we absolutely do, but it needs to be a different approach and we're looking at some gaming that's very educational that is starting to happen which is exciting and we have the staff skill sets to be able to do some of that stuff. So are we focusing more now on youth and pulling the kids in and having more of a learning environment but still introducing adults to technology that is not practical to have in the home. I'm seeing a shift a little bit with our maker spaces and our focus changing just a little bit. We are a part of the Innovation District, but I think we're the public door to that. I do think we need to start a process and we would look to the Friends to help us fund that and what that would look like and who could help us. And I know Karen you made a statement that you want it to be different from the last time we did it. What does that different look like?"

Ms. Karen McMahon stated, "We've come full circle since we started. I didn't know you were going to talk about this in today's meeting. So at the beginning when I was saying let's take up the points that came out of our discussion at the July meeting. Maybe we can carve out a little more time in July after we see all the information that came out of the annual meeting and talk about this in more depth. The idea of the Eastgate Branch lease being up in less than two (2) years was really the catalyst to a lot of the conversation about needing a facilities plan and then morphing it into something larger than that and just calling it a plan. We'll take that up in a more focused discussion at the July meeting."

Ms. Corinne Hill stated, "This conversation will get into the minutes. We'll get those bulleted points out to you. You guys can swish around with it for a while and in July we'll bring it back to the table and maybe make some decisions about where we want this to go."

Mr. Tom Griscom stated, "Can I ask you to take that list and group it for us? I'd love to see if you took the zip codes that would be tied around Eastgate and the ones out toward the Northgate area, I'd like to look at them for the East Brainerd area and let's get a sense of what it looks like because population shifts are going on and that we recognize where we ought to be. Look at creating what should be in the East Brainerd area? How do we tie into the public schools out there so that we're creating a hub that brings together resources in that area that really match what's going on there. I think that taking the zip code list and building them around city council districts so that we can see what's going on. There has been a shift and we want the shift to work. I also want to look at the Downtown and the Southside areas to see if there are other things to build off of what we've already done. Maybe we'll end up with four (4) little focus things rather than a regional one. I'd love to see those numbers if you could pull them together before July so we can talk about it."

Ms. Lilian Bruce stated, "Another resource that might support you in this down the road is the RPAs (Regional Planning Agencies). They study the growth in our general area and what's happening, what populations are forecasted to change and things like that. That's another resource down the road to incorporate to help shape the thinking on it. It's not library access but it is population."

Ms. Karen McMahon stated, "It's not just where the people live, but the demographics of the people there, educational needs, income, household makeup, age group, things like that. The plan will look completely different than the one we did last time."

Ms. Corinne Hill presented to the Board a report on library staff travel for June-July 2015. A copy of the travel report is attached and made a part of these Minutes.

The Board decided to change the date of its July meeting from Tuesday, July 21, 2015 to Tuesday, July 14, 2015.

Ms. Corinne Hill announced that representatives of the Boston Public Library will be visiting Chattanooga Public Library in July to see the 4th Floor.

Ms. Corinne Hill announced that there is a gentleman who is studying to be a library director in France. Part of his training requirement is that he must do an internship at a library outside of the country. He will be doing that internship at the Chattanooga Public Library in November and it is paid for by the French government.

RECOGNITION OF PERSON WISHING TO ADDRESS THE BOARD:

Ms. Karen McMahan recognized the following person:

- **Ms. Roslyn Moore-Allen** – She is new to the area and her daughter is a teacher at Woodmore Elementary. She wanted to address the Board about library cards and present letters from herself and her daughter. Her daughter had a problem getting library books for her class and was told she could not get her own library card without a \$50.00 fee because she lives outside the city of Chattanooga which puts a financial burden on her. The school librarian has been in touch with her daughter but she is not satisfied with the information she received on how to obtain the books; how to return the books; if the teachers have to share a card; what happens if the school accrues fines and things of that matter. Ms. Moore-Allen stated that senior citizens and disabled veterans should be allowed library cards at a discount or free which would help to combatting loneliness and depression.

Ms. Karen McMahan asked Ms. Moore-Allen if she has expressed the issues she has with her Hamilton County Commissioner. Ms. Moore-Allen stated that she has not. She decided to start with the library since she has only lived in the area four (4) months. Ms. McMahan stated that the library is city owned and no longer a part of the county since about five (5) years ago. The county elected not to provide library cards to its citizens. Ms. McMahan told Ms. Moore-Allen that Mr. Randy Fairbanks is her commissioner and to start with him. Ms. Corinne Hill stated that the school librarian has a library card that she can use as a teacher. Ms. Moore-Allen stated that

the Woodmore teachers did not know anything about it. Ms. Mary Jane Spehar stated that the school library should have a card for the schools that teachers can use.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:06 p.m.

A handwritten signature in black ink, appearing to read 'D. Walker', written over a horizontal line.

Mr. Daniel Walker
Board Secretary