

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
ANNUAL AND REGULAR BOARD OF DIRECTORS' MEETING-JUNE 21, 2016
2:00-4:00 P.M.

The Board of Directors of the Chattanooga Public Library met on June 21, 2016 at 2:00 – 4:00 p.m. with Board Chair, Karen McMahan, presiding.

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

Sherri Anderson
Erik Broeren
Herb Cohn
Kim Gavin
Saunya Goss
Tom Griscom
Micah Guster
Karen McMahan
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Richard Beeland, Chief Administrative Officer; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE MAY 17, 2016 BOARD MEETING:

Mr. Herb Cohn made a motion that the minutes of the May 17, 2016 meeting be approved. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

COMMITTEE REPORTS:**FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library, presented the group's monthly report. A copy of the report is attached and made a part of these Minutes.

BYLAWS COMMITTEE:

There were no changes requested.

FINANCE COMMITTEE:

Operating Budget for FY 2016 with one (1) month of the budget year remaining:

Ms. Sherri Anderson reported the library's income at 8% to be received within the remaining fiscal year. The library's expenses are at 17% to be expended within the remaining fiscal year.

Expenditures are as follows: Innovative Interfaces Quarterly Payment for Polaris Library System Maintenance \$12,550.30.

Receipts are as follows: \$14,195.00 for the FY16 LSTA State Grant completing the 50/50 matching grant from the State.

Investments and Endowments:

Ms. Sherri Anderson reported that the Investment Committee is responsible for oversight of the investment of the Chattanooga Library investment portfolios. These pools include four restricted portfolios: two Noone accounts, Stong Trust, and Kemmer account. In addition, the committee is responsible for an additional unrestricted account which includes gifts without mandates. The Atlanta Consulting Group of Raymond James consults with the Committee regarding appropriate asset allocation issues, selection of investment managers, and monitors the performance of our investment portfolios.

As of March 31, 2016, the Chattanooga Public Library total composite value was \$4,740,426.00. The portfolio values are net of the required withdrawals over the 12-month period ending March of approximately \$152,730.64 from the Noone, Kemmer, and Stong accounts.

Asset investment allocations are as follows: Domestic Equities 42%; International Equities 15%; Fixed Income 26%; Alternative investments; 13%; MLPS 3%.

The Stong fund is a liquidating fund and will be fully expended in 2020.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of expenditure in the amount of \$7,683.55 to Osborne Building Corp./Luken Holdings as payment for Eastgate Branch Library July 2016 rent which will be invoiced June 2016. Funding will be from the FY'16 budget.

Mr. Micah Guster made a motion to approve the expenditure of \$7,683.55 to Osborne Building Corp./Luken Holdings as payment for Eastgate Branch Library July 2016 rent which will be invoiced June 2016. Funding will be from the FY'16 budget. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval for the expenditure of \$37,490.00 to Mountain City Service to replace the HVAC system on the 4th floor of the downtown library. There was question as to how this expenditure would be paid. Mr. Richard Beeland reported this expenditure will come from the existing operating budget and that this replacement will be incorporated into the entire future replacement of our downtown library HVAC system.

Ms. Kim Gavin made a motion to approve the expenditure of \$37,490.00 to Mountain City Service to replace the HVAC system on the 4th floor of the downtown library. Mr. Dan Walker seconded the motion. Motion was approved and carried.

Ms. Corinne Hill requested the Board's approval for the following library closings for FY '16.

Monday, October 10, 2016 – Close all day for staff training

Wednesday, November 23, 2016 – Close at 6:00 p.m. for Holiday

Saturday, December 24, 2016 – Close at 2:00 p.m. for Holiday

Sunday, April 16, 2017 – Close all day for Holiday

Mr. Micah Guster made a motion to approve all aforementioned library closings. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reminded the Board that the library will be closed on Monday, July 4, 2016 for Independence Day.

Ms. Corinne Hill presented to the Board a report on library staff travel for June– July 2016. A copy of the travel report is attached and made a part of these Minutes.

Ms. Corinne Hill asked the Board to consider changing the day of the monthly board meetings because of a meeting schedule conflict with Board Chair-Elect, Theresa Liedtka's schedule. Ms. Hill suggested that the board continue meeting the third week of each month but suggested Monday, Wednesday, or Friday. Ms. Karen McMahon asked the Board if they would like to continue to meet at 12:00 p.m. or change to an afternoon time. The consensus was to meet the third week of each month on Wednesday at 12:00 p.m.

Mr. Herb Cohn made a motion to change the monthly Library Board of Director's meeting to Wednesday at 12:00 p.m. on the (3rd) third week of each month. Ms. Sherri Anderson seconded the motion.

Ms. Corinne Hill asked permission to reschedule the August board meeting as it currently conflicts with the Library Director's IFLA Conference schedule August 8-19, 2016. Ms. Karen McMahon invited discussion among the Board if they felt the need to have an August meeting. The consensus was to cancel the August board meeting. If Board business were to arise that needed a vote they felt a meeting could be scheduled.

STRATEGIC PLANNING REPORT:

Mr. Jeff Schwartz, Kela Associates, presented a draft of highlights of the library's strategic plan. The key recommendations were presented and a copy of them is attached and made a part of these Minutes.

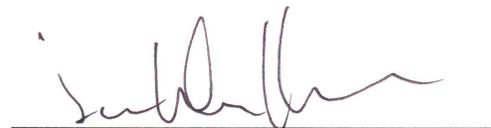
Ms. Karen McMahon and Ms. Corinne Hill invited the Board to discuss and give feedback to the highlights of the strategic plan that were presented. During the ensuing discussions the Board requested that Mr. Schwartz incorporate the following future actions into the Plan:

- 1) **An Ad Hoc Committee** needs to be established consisting of several board members and library staff to address how best to move forward to seek supplemental funding (e.g. grants, donations, etc.)

2) **Facilities Plan.** The Board determined that a Service Plan would best address the service needs of the community rather than a Facilities Plan. A Service Plan will focus on the services that are needed in our neighborhoods and the best method for delivering those services.

Ms. Karen McMahon and Ms. Corinne Hill will bring the library strategic plan with the recommended changes back to the board in the July 20, 2016 board meeting for approval.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 3:49 p.m.

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

Mr. Daniel Walker, Board Secretary