

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-SEPTEMBER 21, 2016
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on September 21, 2016 at 12:00 p.m. with Board Chair, Karen McMahan, presiding.

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

Sherri Anderson
Herb Cohn
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahan
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE JULY 20, 2016 BOARD MEETING:

Mr. Tom Griscom made a motion that the minutes of the July 20, 2016 meeting be approved.

Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Karen McMahan explained that the board training scheduled for today's meeting has been deferred until the October 19, 2016 board meeting. This was due to the absence of some new board members from the meeting who needed to receive the training. Karen McMahan asked Ms. Theresa Liedtka to chair the October 19, 2016 board meeting since she will not be able to attend.

TREASURER'S REPORT:

Ms. Karen Mc Mahon informed the Board that the Finance Committee meets quarterly with Kurt Hennek from Atlanta Consulting Group about the library's investments. Mr. Hennek explained that the market had a rocky quarter but investments are rebounding.

Ms. Sherri Anderson reported that:

Receipts: 81% remaining of the operating budget to be received within the fiscal year.

Expenditures: 90% remaining of the operating budget to be expended within the fiscal year.

\$37,000.00 was expended to Mountain City Service for the repairs to the 4th Floor HVAC

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.

COMMITTEE REPORTS:

Ms. Karen McMahan informed the Board that the Ad Hoc Committee consisting of Corinne Hill, Susan Robinson, Kim Gavin, Sherri Anderson and herself have met. They are exploring two areas. One is to increase fundraising power with the Friends of the Library. The second is to explore what the library can do internally to identify grants or available funds. A meeting has been set up between the committee and Jennifer Hoff, Skye Strategies, to explore the services she could provide to the library in this regard.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board to approve the Chattanooga Public Library alcohol policy. Mr. Tom Griscom asked that the word "all" be inserted into item #4 of the policy before approval.

Ms. Theresa Liedtka made a motion to accept the Chattanooga Public Library alcohol policy, with the addition of the word "all" in item 4. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the board for a motion to accept the library entering into a contract with Derthick, Henley, and Wilkerson, Architects, PLLC as manager of the library ceiling and lighting project.

Mr. Micah Guster made a motion that the board approves the library entering into a contract with Derthick, Henley & Wilkerson, Architects, PLLC as manager of the library ceiling and lighting project. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill gave the Board an asbestos media update. A statement previously posted on the Chattanooga History Center website indicated that they could not move their collection to the library until asbestos is removed from the building. Library administration addressed this issue with the media explaining that a small amount of asbestos exists in the building and will be removed or contained during the ceiling and lighting project. Library administration assured the public that the library is safe.

Ms. Corinne Hill gave the Board an update regarding the memory project. The creator of an application called Pass It Down recently met with Corinne and would like for the library to showcase their platform with our memory project. The estimated cost to us would be \$5,000.

Ms. Corinne Hill informed the Board that a company called Koios, working with the University of South Carolina Library School, recently contacted us about participating in a case study (In My Library) and beta testing (Push Out Services) in the upcoming months. Participating in the beta testing will be at no cost to us. Participating in the case study may have a minimal cost. In My Library would access information from our card catalog to enable a user initiating a google search for a book to be aware that they could obtain it from the library. It would take them to the library catalog so it could be placed on hold.

This Friday September 23, 2016, our Local History Department will be meeting with UTC Special Collections to talk about digitizing collections. During the Local History Department's shutdown for the ceiling and lighting project the staff will go to UTC Special Collections and be trained in how to digitize our collection.

Ms. Corinne Hill asked the Board to turn their attention to the 40th on Broad celebration agenda located in their board notebook. She asked they pay special attention to the Read-a-thon taking place during the celebration. The library is asking Elected Officials, Board Members, and Friends of the Library Executive Council members to consider participating.

Ms. Corinne Hill let the Board know that she attended Mayor Berke's visit to Red Bank Elementary School this week to give kindergarten students their first library cards. News channels 3 and 9 covered the event.

Ms. Corinne Hill informed the Board that the library will be closed on Monday, October 10, 2016 for staff training day. She let them know that an agenda outlining the day's activities was located in their board notebooks.

Ms. Corinne Hill reminded the Board that Meredith Levine, Youth Services Director, was available to give tours of the 2nd Floor Sound Studio progress after the board meeting

Ms. Corinne Hill presented the Travel Report for September-October 2016. A copy of the report is attached and made part of these Minutes.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:03 p.m.

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

Mr. Daniel Walker, Board Secretary



Friends of the Library Report

September 21, 2016

Dear Library Board,

David Baker from Giving Design trained the FOL council at our July 19th meeting. This officially kicked off our "grass roots" fundraising campaign.

Our August book sale was August 3 to 15th at East Gate Town Center and raised just shy of \$15,000. August 15th was the free giveaway day to teachers and nonprofits and went over very well! The remaining books were then donated to Habitat For Humanity.

East Gate branch honor sale is now open and this will complete our soft launch to this initiative. We have honor sales at the downtown branch and Northgate branch as well. We will officially promote this for Library week in October as declared by our Governor.

The grand opening of SkyLib will be September 27th at 6pm at the airport. Everyone is invited. The Mayor, Airport CEO and Library Director will all be present.

The State Librarian Chuck Sherrill has agreed to be our speaker at our annual meeting on Nov 18.

William

Travel Report

September-October 2016 Travel

Corinne Hill, Executive Director

Richard Beeland, Chief Administrative Officer

Mary Jane Spehar, Assistant Director

October 5-7, 2016 Attending Urban Libraries Council Annual Forum: Getting to the Evidence, Kansas City, MO. This forum will focus on the outcomes and impacts that we create for the individuals who use our libraries. The forum will enhance our ability to measure data in our budgeting for outcomes proposals that we submit each year to the city. Paid for by the Chattanooga Public Library

Mary Jane Spehar, Assistant Director

September 28-30, 2016, 2016 Attending TennShare board meeting and Fall Conference. Mary Jane currently serves on the TennShare board and will be presenting at the conference in Nashville, TN. Paid for by the Chattanooga Public Library

