

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-FEBRUARY 21, 2018
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on February 21, 2018 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Erik Broeren
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahon
Susan Robinson
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant.

Ms. Theresa Liedtka, Board Chair, called the meeting to order.

APPROVAL OF THE MINUTES OF THE JANUARY 17, 2018 BOARD MEETING

Mr. Tom Griscom made a motion that the minutes of the January 17, 2018 Regular Board of Directors' meeting be approved. Mr. Dan Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Analyst reported:

Receipts: 40% of the operating budget to be received within the remaining fiscal year.

Expenditures: 47% of the operating budget to be expended within the remaining fiscal year.

Notes: Received \$64,835.52 annual single distribution for the Margaret Stong Endowment, Residuary Estate Schedule Dissolution FY20.

FRIENDS OF THE LIBRARY REPORT:

Ms. Sharon Brooks, 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.

In addition, Ms. Corinne Hill reported that the Playcore playground was delivered and installed onto the 2nd floor Children's area. The playground was funded by the Friends.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval of the Atlanta Consulting Group, LLC contract to provide investment consulting services with respect to Library endowments.

Mr. Tom Griscom made a motion to accept the Atlanta Consulting Group, LLC contract to provide investment counseling services with respect to Library endowments. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for the annual blanket contract with Unique Management at a maximum expenditure of \$25,000.00 per fiscal year including a renewal period of 3 years.

Ms. Susan Robinson made a motion to approve the annual blanket contract with Unique Management at a maximum expenditure of \$25,000.00 per fiscal year including a renewal

period of 3 years. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval to increase the open market contract of Midwest Tape/Hoopla to increase from \$100,000.00 to \$120,000.00 for e-content and streaming materials, due to an increase in demand for streaming content.

Ms. Karen Mc Mahon made a motion to approve the open market contract of Midwest Tape/Hoopla to increase from \$100,000.00 to \$120,000.00 for e-content and streaming. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

BFO Updates for FY'18 and FY'19

Ms. Hill reported that we are entering the last quarter of FY'18, and projections indicate a potential budget shortfall as we finish out the year. In the past, we have used salary savings to help balance the budget, but, we have reached the point where this is no longer enough. Additional staff are needed to meet public demand for our services, and since 2013, we have experienced unfunded increases in utilities, indirect costs and employee raises and benefits. These increases over the last five years together with a flat budget, have brought us to this point. Ms. Hill recommends that, to the extent necessary, using the fund balance of our Stong endowment fund, to balance this year's budget.

Ms. Corinne Hill asked the Board's approval to expend the fund balance of the Stong endowment of \$162,000.00. It is to be divided between 1/3 books (Summer Reading List), 1/3 devices and equipment to deliver library services, 1/3 building maintenance including branches (Eastgate lease).

Mr. Micah Guster made a motion to approve expending the fund balance of the Stong endowment of \$162,000.00 to be divided between 1/3 books (Summer Reading List), 1/3 devices and equipment to deliver library services, 1/3 building maintenance including branches (Eastgate lease). Mr. Erik Broeren seconded the motion. The motion was approved and carried.

The BFO for FY '19 includes a request for approximately an additional \$1,640,000.00 to sustain current services and staffing, as well as bring Avondale online.

Ms. Corinne Hill asked the Board to approve her travel to IFLA Public Libraries Standing Committee Mid-Term conference in The Hague, Netherlands, March 14-22, 2018.

Ms. Susan Robinson made a motion to approve Corinne Hill, Library Director's travel to IFLA Public Libraries Standing Committee Mid-Term conference in The Hague, Netherlands, March 14-22, 2018. Mr. Erik Broeren seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to change the regularly scheduled Wednesday, March 21, 2018 board meeting to Wednesday, March 28, 2018 as she will be away at a conference.

Mr. Dan Walker made a motion to approve changing the regularly scheduled March 21, 2018 board meeting to Wednesday, March 28, 2018. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

The travel report is attached and made a part of these minutes.

Ms. Theresa Liedtka adjourned the meeting at 12:45 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

February 21, 2018

Dear Library Board,

Our next book sale is coming up at the Northgate Branch of the Chattanooga Public Library. The sale will run from Friday, March 2nd through Sunday March 4th.

We will be having our big spring book sale at Eastgate Town Center from April 7th to 23rd.

We have also created a Rare and Valuable Book Sale Committee which will enable us to value, safeguard, and ultimately sell these special books. All net proceeds will be used to increase our Endowment Fund at the Community Foundation of Chattanooga.

Sharon

Travel Report

February-March Travel

Corinne Hill, Executive Director

March 14-22, 2018 Attending IFLA Public Libraries Standing Committee Mid-Term conference in The Hague, Netherlands. Corinne is a member of this committee. Paid for by Corinne Hill.

Megan Emery, Library Assistant II

March 13-16, 2018 Attending the IMLS Forum on Design Thinking in Seattle, WA as a representative of Public Library Design Thinking practitioners. Paid for by an IMLS 21st Century grant.

March 20-25, 2018 Attending the PLA conference in Philadelphia, PA. Paid for by Megan Emery.