

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-APRIL 15, 2014  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on April 15, 2014 at 12:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Tom Griscom
- James Kennedy
- Theresa Liedtka
- Chrystal Partridge
- Tiffanie Robinson

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Valerie Malueg, City Attorney; Todd Dockery, City Human Resources Director; William Sundquist, Friends of the Library Chair; Kate Sheets, Service Employees International Union; Karen Brown, Administrative Manager and Nel Reid, Administrative Assistant.

Mr. James Kennedy, Board Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE MARCH 18, 2014 BOARD MEETING:**

*Ms. Theresa Liedtka made a motion that the minutes of the March 18, 2014 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that the library's income and expense receipts are on target at 73 percent with three (3) months of the budget year remaining.

Receipts are as follows: Stong annual distribution in the amount of \$62,478.39 which will discontinue in approximately six years; General Library Services Grant in the amount of \$9,362.65; LSTA (Library Services and Technology Act) Grant in the amount of \$2,401.48.

Contract service expenditures are as follows: \$1,713.53 for security service; \$1,630.68 for alarm monitoring service – paid quarterly.

Equipment expenditures are as follows: \$5,089.20 for tables, chairs and stools to be placed on the first floor, 11<sup>th</sup> Street side of the Downtown Library; \$3,472.00 for Nodes (scanners) used for doing small minor equipment inventory once barcoding is complete; \$2,207.67 for computer equipment in the second floor Teen area and for the Learning Strategist.

Expenditures are at 69 percent for the fiscal year.

#### **FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair of the Friends of the Chattanooga Public Library reported that as representatives of the library, the Friends Executive Council has signed a document agreeing to accept the code of ethics adopted by the City of Chattanooga.

The Friends of the Library book sale at Northgate Mall was a success raising approximately \$19,000.00. The next book sale is scheduled to take place in late June.

The Friends of the Library, through the State Department of Education, was able to connect with the State Skills Challenge. Students are building houses on the 2<sup>nd</sup> Floor, April 15, 2014.

The State Friends of the Library Conference will be held Saturday, April 26, 2014 on the 4<sup>th</sup> floor of the Downtown Library.

The State Friends of the Library has asked Mr. William Sundquist, Chattanooga Public Library Friends Chair, to go to Washington, DC for National Library Legislative Day. He will be representing Chattanooga and Tennessee May 5, 2014 – May 6, 2014.

Club Lib will be taking place on October 18, 2014 at the Downtown Library. The next Club Lib meeting is scheduled for May 12, 2014.

The Friends of the Library will be hosting an author talk and book signing with New York Times bestselling author Jeff Shaara on the 4<sup>th</sup> Floor of the Downtown Library, June 5, 2014. The third book in his Civil War series, *The Smoke at Dawn*, which covers a decisive confrontation in Chattanooga, will be released on June 3, 2014. The Friends of the Library has reached out to Friends of the Battlefield regarding this event.

**DIRECTOR'S REPORT:**

Ms. Corinne Hill presented to the Board a 2014 Memorandum of Understanding, signed by Mayor Berke, between the City of Chattanooga and the SEIU (Service Employees International Union), Local 205. Discussion followed with Ms. Malueg and Mr. Dockery. The Library Board was formed by a state statute that gives the Library Board the power to make its own decisions regarding items within the state statute which include the adoption of any policies, including the 2014 Memorandum of Understanding. The Board requested time to review the Memorandum of Understanding.

Ms. Corinne Hill requested the Board's approval to pay a \$3,653.25 sign-up fee to Polaris Library Systems for LEAP, a program that will allow the public service staff to access the library collection and circulation module using a portable device.

Ms. Corinne Hill requested the Board's approval to pay \$10,197.64 to Polaris Library Systems for software maintenance during the period of May 1, 2014 – July 31, 2014.

*Ms. Theresa Liedtka made a motion to approve both payments to Polaris Library Systems for the Leap sign-up fee and software maintenance during the period of May 1, 2014 – July 31, 2014. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$6,018.70 to Luken Holdings for the percentage share of the 2013 operating costs over a base year for the Eastgate Library lease.

*Ms. Theresa Liedtka made a motion to approve the payment of \$6,018.70 to Luken Holdings for the percentage share of the 2013 operating cost over a base year for the Eastgate Library lease. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$6,150.00 to Mace+Carmichael for public relations services for the library.

*Mr. Herb Cohn made a motion to approve the payment of \$6,150.00 to Mace+Carmichael for public relations services for the library. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$29,763.00 to Insight/Aerohive Deployment for wireless at the Downtown Library and all branches. The payment is divided into two (2) fiscal years.

*Ms. Theresa Liedtka made a motion to approve the payment of \$29,763.00 to Insight/Aerohive Deployment for wireless at the Downtown Library and all branches. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$7,995.00 to Rosen Digital, a publishing company with high quality non-fiction digital material to help teens with homework.

*Mr. Tom Griscom made a motion to approve the payment of \$7,995.00 to Rosen Digital for digital material to help teens with homework. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$9,158.94 to Artech as compensation for reimbursable expenses spelled out in the contract for the Eastgate programming study.

*Ms. Tiffanie Robinson made a motion to approve payment of \$9,158.94 to Artech as compensation for reimbursable expenses spelled out in the contract for the Eastgate programming study. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Third quarter statistics were presented to the Board. Total materials owned is down 29 percent while the overall circulation total is up 28 percent. Adult circulation is up 17 percent. Juvenile circulation is up 42 percent. Teen circulation is up 33 percent. Digital circulation is up 52 percent. There is a 20 percent increase in website use. Interlibrary loan is down 51 percent indicating that more customers are able to receive the materials they want from this library system.

Ms. Corinne Hill requested the Board's approval of a statement on the Eastgate programming study. Discussion followed.

*Mr. Herb Cohn made a motion to approve the statement on the Eastgate programming study. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

A copy of the Board's statement is attached and made a part of these minutes.

Due to schedule conflicts, the Board meeting dates will change for the months of August, September and October. The new dates are as follows: August 26, 2014; September 23, 2014; and October 14, 2014.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 1:08 p.m.

  
Dr. Chrystal Partridge  
Secretary

The Chattanooga Public Library Board of Directors reviewed in March the "Eastgate Experience Library: a programming study" prepared by Artech Architecture and Interiors.

The Board recommended that until capital funding is available, the project cannot proceed. Under State law, the Board cannot raise funds for a capital project and approval for the \$3.6 to \$5.4 million for construction has to be appropriated by the city of Chattanooga.

The information gathered in the Eastgate study points to a more comprehensive study to meet library service needs for Chattanooga, including a detailed examination of supporting improved educational outcomes.