

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-APRIL 25, 2018
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on April 25, 2018, at 12:00 p.m. with Board Member, Karen McMahon presiding.

Ms. Karen McMahon called the roll. The following members were present:

Erik Broeren
Jess Friedowitz
Tom Griscom
Sarah Hope
Karen McMahon

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

Ms. Karen McMahon, Board Member, called the meeting to order. She was instructed by Valerie Malueg, City Attorney, that the board meeting did not have a quorum, so no official board business could be conducted.

TREASURER'S REPORT:

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 24% of the operating budget to be received within the fiscal year.

Expenditures: 29% remaining of the operating budget to be expended within the remaining fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Ms. Karen Brown, Executive Assistant, presented the group's monthly report. A copy of the report is attached and made a part of these minutes.

DIRECTOR'S REPORT:

Ms. Corinne Hill alerted the Board's attention to the updated board contact lists in the front pocket of their board notebooks. Ms. Hill asked the Board to take those lists with them.

Ms. Corinne Hill reported to the Board that the 3rd quarter circulation statistics are up 3% overall. The year to date circulation total is 808,000, we are on target to circulate 1 million as we did last year. We continue to work on staff training in house check-ins. Ms. Karen McMahon asked about the door count statistics. Ms. Hill, responded that door counts are notoriously unreliable because of equipment malfunctions, but we have moved to an RFID system for more accuracy. Our materials count is high because we have added all records for digital materials to our catalog, and we count our materials by cataloging records. We have a little increase in website views. People who have library cards are down by 15% because we are no longer counting inactive records. Library reporting statistics are in flux, and the Public Library Association has formed a task force to address library gathering and reporting.

The HVAC contract is moving forward and we are looking at a start date of May 1st to begin design.

Ms. Hill updated the board on the FY'19 budget. This is a difficult budget year and we do not expect to see additional funding at the level requested.

Ms. Hill informed the Board that the annual meeting is scheduled for June. We will be updating our By-laws to reflect recent changes enacted by the Tennessee legislature regarding libraries. We will keep the Board informed about the By-laws changes and send them to you for review

prior to the meeting. There will be an update on the library strategic plan. Ms. Hill proposed that the meeting begin at noon and last about 3 hours, lunch will be included. Valerie Malueg will present board ethics training. Ms. Hill suggested a topic for the annual meeting could be how we manage our collections and technical services. Looking into outsourcing these services could be a solution to the tight materials budget.

Ms. Hill updated the Board that she had a telephone call on Thursday with Amazon's corporate division. They would like to develop a business model to sell directly to libraries. They asked the Chattanooga Public Library to participate and help them figure out what that business model would look like. An Amazon team will be coming to meet with our library on Tuesday, May 8, 2018.

Library board members Karen McMahon and Jess Friedowitz requested to hear updates during the annual meeting regarding library programs that we don't usually have time to discuss at board meetings. These would include the Sound Studio, Food Cart (Flavor Lab), Zinefest, Creative Entrepreneurs Conference, Summer Learning Program, and Analytics on Demand. Ms. Hill suggested an additional topic would be to take a look at the workflow of moving invoicing and receiving of library materials into our business office from our technical services area. The Board suggested library staff members give a five minute talk about the respective topics.

Tom Griscom asked for an update on the Pass It Down project. Ms. Hill informed the Board that Tennessee Valley Federal Credit Union will be rolling out their Chattanooga Memory Project on May 8, 2018 at their annual meeting. We have had an intern who has been loading content onto the Chattanooga Memory Project site. Local History will be managing the oversight of the Chattanooga Memory Project. Northgate Branch Manager, Sarah Anne Brewer has been working with assisted living centers to get content loaded onto the Memory Project site. We are getting significant responses to our Instagram posts.

We are working to get our Local History newspapers digitized.

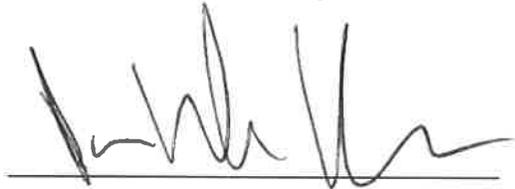
Ms. Hill informed the Board we have received responses from the grant that UTC and the library applied for to manage the former History Center collection. We had really good responses and questions from the grant reviewers. Now we are awaiting their decision on the grant application.

The Founders and Builders Exhibit in our 3rd floor Local History area may be getting a mini golf course to accompany the Lookout Mountain theater that is part of the exhibit. Lookout Mountain is where Tom Thumb mini golf was founded. We are currently seeking donations for the exhibit. Garnet Chapin has given us an original putter to be put on exhibit. The mini golf course will have putters that can be checked out to play on the course.

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

Ms. Hill informed the Board that our next board meeting will be Wednesday, May 23, 2018.

Ms. Karen McMahon adjourned the meeting at 12:40 p.m.

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

Mr. Daniel Walker, Board Secretary



Friends of the Library Report

April 25, 2018

Dear Library Board,

Thanks to everyone who came out to support the Eastgate Mega-sale. It was a great success. I'll have the sales totals for you next meeting. Our next Mega-sale is in August back at Eastgate.

Sharon

Travel Report

April-May Travel

Lee Hope, Head of Children's Services

May 5, 2018 Attending Volunteer State Book Award Committee meeting at Brentwood Public Library, Brentwood, Tennessee.

Paid for by Chattanooga Public Library

Shelley Headrick, Library Assistant III

May 5, 2018 Attending Volunteer State Book Award Committee meeting at Brentwood Public Library, Brentwood, Tennessee.

Paid for by Chattanooga Public Library

Natalie Phillips, Fiscal Analyst

May 1-2, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Natalie Phillips