

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-AUGUST 30, 2017
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on August 30, 2017 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Erik Broeren
Herb Cohn
Saunya Goss
Tom Griscom
Theresa Liedtka
Karen McMahan
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant; Lauren Morris, Visitor

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

APPROVAL OF THE MINUTES OF THE JULY 19, 2017 BOARD MEETING

Ms. Karen McMahan made a motion that the minutes of the July 19, 2017 Regular Board of Directors' meeting be approved. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn reported:

Receipts: 99% remaining of the operating budget to be received within the fiscal year. Operating on the Interim Budget set forth by the City until final budget is passed by City Council.

Expenditures: 97% remaining of the operating budget to be expended within the fiscal year.

Notes: Finance Committee Meeting-overall portfolios were up another 1.64%; making the total composite up 9.15% for the year. Continue rebalancing the portfolio by recommending a fund change in the international market at the end of the month.

FRIENDS OF THE LIBRARY REPORT:

Mr. Herb Cohn, Board Liaison to the 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.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval for blanket purchase contracts for the 2017-2018 budget.

Mr. Tom Griscom made a motion that the governing Board for the Chattanooga Public Library on this 30th day of August 2017 has voted to approve funding of appropriations of the following blanket and purchase contracts for the 2017-2018 budget as per the City of Chattanooga. Listed are the maximum total allowed expenditure amounts for each vendor for the fiscal year.

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

Purchase for the Supply and Delivery of Library Print Materials for the Chattanooga Public Library – Blanket Contracts

Baker & Taylor \$250,000
Ingram Library Services \$50,000

Purchase for the Supply and Delivery of Audiovisual Materials for the Chattanooga Public Library – Blanket Contracts

Midwest Tape \$200,000
 Blackstone Audio Books Inc. \$200,000
 Recorded Books \$50,000
 Ingram Library Services \$50,000
 Baker & Taylor \$50,000

Purchase for the Supply and Delivery of Library Databases and E- Content Materials for the Chattanooga Public Library – Open Market Contract

Midwest Tape - Hoopla \$100,000
 Overdrive \$50,000

Purchase for Library Cataloging Service for the Materials of the Chattanooga Public Library – Open Market Contract

OCLC \$25,000

Ms. Corinne Hill asked the Board's approval for the Chattanooga Public Library Board of Directors to designate its authority to the following list of library staff as authorized signatories on payments, invoices, payroll, and basic operating paperwork.

- Corinne Hill, Executive Director
- Jason Sullivan, Chief Administrative Officer
- Mary Jane Spehar, Assistant Director
- Natalie Phillips, Fiscal Analyst
- Rob Wichtman, ILS Administrator
- Jim Cooper, Personnel Officer
- Karen Brown, Executive Assistant

Ms. Susan Robinson made a motion to approve the Chattanooga Public Library Board of Directors to designate its authority to the following list of library staff as authorized signatories on payments, invoices, payroll, and basic operating paperwork. Mr. Erik Broeren seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board that all library staff will have active shooter training on October 9, 2017 during our staff training day. Jason Sullivan has been working with the police

department on this training. They have visited and reviewed all our facilities and given preliminary recommendations.

Ms. Hill is hopeful that \$25,000.00 in the proposed budget to fund a service plan for our library facilities will pass. She has a meeting with Jenny Park, the Mayor's strategic capital planner to discuss future capital projects that could potentially be a part of our service plan.

Ms. Hill informed the Board that at 3:00 p.m. today she would tour the Mayor, City Council, and the press to showcase our capital lighting project renovations and all the library services available through city budget funding.

Ms. Hill wanted the Board to be aware of the need to approve upcoming pay raises proposed for city employees in the proposed city budget at our next board meeting on September 20, 2017. The increases are proposed as follows:

Employees making under \$50,000 annually would receive \$1,250.

Employees making \$50,000 and over would receive a 2.5% increase.

Part-time employees would receive a sixty-cent per hour increase.

The Board agreed that they would approve the raises as long as library services wouldn't be negatively impacted.

Ms. Corinne Hill and Ms. Theresa Liedtka met with Rick and Cannon Montague, Fundraising Co-Chairs for the History Center. The purpose of the meeting was to bring them up to date on what is happening with the collection since it has been moved to UTC. They were very pleased to see how the collection was being housed. They discussed ownership rights to some oral history interviews that are stored in the collection as we would like to use them for the library's Chattanooga Memories Project. UTC Library is working with Applebaum and Associates to determine the rights to these interviews.

Mr. Herb Cohn asked for an update on the Sound Studio. The children's programs are full. We have a 1 year MOU with Dynamo Studios. Mr. Erik Broeren asked if moving forward we would have someone in house to manage the studio? Ms. Hill responded that we would hire a library staff position to manage the studio. In October we will block out time in the studio for the public to be able to use it if they have a library card.

Ms. Hill has been talking to the Friends of the Library about having a popup fundraiser in February to showcase our lighting and building renovations as well as the services we provide.

No travel report this month.

Ms. Theresa Liedtka adjourned the meeting at 12:50 p.m.

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

Ms. Theresa Liedtka, Board Chair



Friends of the Library Report

August 30, 2017

Dear Library Board,

The recent FOL book sale was held August 12th - 28th at East Gate Mall. All the numbers are not tallied yet but we feel it was quite successful.

The Friends are planning to host a table at the 10th annual Park(ing) Day celebration on Sept. 15th.

A mini book sale is planned for October 6th & 7th at the Northgate Branch Library.

Sharon