

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-AUGUST 26, 2014
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on August 26, 2014 at 12:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Mai Bell Hurley
- James Kennedy
- Theresa Liedtka
- Karen McMahon
- Chrystal Partridge

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Mary Jane Spehar, Operations Manager; Valerie Malueg, City Attorney; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; 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 JULY 15, 2014 BOARD MEETING:

Mrs. Theresa Liedtka made a motion that the minutes of the July 15, 2014 meeting be approved. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn, Treasurer, reported that the library has received appropriation from the City of Chattanooga in the amount of \$491,058.00.

With Board approval, the Finance Committee consolidated its small funds and moved them from First Tennessee to Raymond James lowering fees. Since its inception, the return is 6.89%. The return for the fiscal year to date is 5.68%.

The Stong fund, in the amount of \$387,870.00, is a self-liquidating gift that supports Local History. The Stong fund will discontinue in five (5) years.

There are no expenditures for the first month of fiscal year 2014-2015.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that Secretary of State, Tre Hargett will be visiting the downtown library for one hour on Wednesday, August 27, 2014.

The Summer Reading Finale took place at all the library branch locations this year. The Friends of the Library Council expressed thanks to the staff for their efforts in producing a successful program.

The Friends of the Library book sale was a success. Funds were down from previous sales and Friends of the Library is researching new ways to build revenue.

The Friends of the Library had its 2015 planning session on Saturday, August 16, 2014 to make sure its mission matches that of the Chattanooga Public Library.

The Friends of the Library has weekly sidewalk sales on Tuesdays from 11:00 am until 1:00 pm on the Downtown Library's 10th Street Plaza with live music and a food truck where meals can be purchased.

Club Lib will take place on Saturday, October 18, 2014.

The Friends of the Library book sale is scheduled for the month of November.

The Friends of the Library will hold its annual celebration on Friday, November 21, 2014.

DIRECTOR'S REPORT:

Ms. Corinne Hill reported to the Board that the project to transform the South Chattanooga Branch Library into a space primarily for children is well underway. New furniture should arrive by the middle of September and the building has been equipped with Gig wireless. The next step in the transformation process is to make the South Chattanooga Branch an Apple shop.

Ms. Corinne Hill requested the Board's approval of the following requisitions:

- Requisition # 99201 – Apple computers for the South Chattanooga Branch in the amount of \$30,897.00
- Requisition # 99283 – Deployment and support of the Apple computers for the South Chattanooga Branch in the amount of \$26,207.00

The computers will be running on their own servers. If the public does not embrace the Apple shop at the South Chattanooga Branch, the equipment will be moved to the second floor of the Downtown Library for children, tweens and teens. Discussion followed.

Ms. Theresa Liedtka made a motion to approve requisitions 99201 and 99283. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the following recurring expenditure:

- Tennessee American Water Company in the amount of \$10,500.00 for Downtown, Eastgate and South Chattanooga

Ms. Theresa Liedtka made a motion to approve the recurring expenditure for Tennessee American Water Company. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the following blanket contract:

- OverDrive in the amount of \$75,000.00 for DVDs, audiobooks, music and streaming services

The library makes purchases with this vendor throughout the year. The total is the maximum allowed expenditure.

Ms. Mai Bell Hurley made a motion to approve the blanket contract for OverDrive. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of a list containing the names and signatures of all staff members who will be authorized to sign off on payments, invoices, payroll and basic operating paperwork. The authorized names are as follows:

- Corinne Hill, Executive Director
- Nathaniel Hill, Assistant Director
- Mary Jane Spehar, Operations Manager
- James M. Cooper, Personnel Officer
- Karen P. Brown, Administrative Manager
- Natalie C. Phillips, Fiscal Analyst

Ms. Theresa Liedtka made a motion to approve the names and signatures as authorization on payments, invoices, payroll and basic operating paperwork. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board of its need for bylaws. Ms. Hill has gathered bylaws from libraries with governing boards throughout the country and has asked Ms. Lilian Bruce and Ms. Karen McMahon to help her review those bylaws. Ms. Hill requested the Board's direction. The Board decided that Ms. Hill, Ms. Bruce and Ms. McMahon should meet in the Sunshine to discuss the implementation of bylaws.

Ms. Corinne Hill announced that the monthly Chattanooga Public Library Board meetings will continue to be announced in the local newspaper annually and any changes will be published as required. Additionally, notices will be posted ten (10) days prior to board meetings on the library's website and on the front doors of all library locations. Ms. Valerie Malueg, City Attorney, stated that any special meetings of the Board, other than the monthly board meeting, should be accompanied by meeting agendas when posted. While this did not require a motion, the Board supports this decision.

Ms. Corinne Hill requested the Board's permission to close the library on Monday, October 13, 2014 for an all staff training day focused on customer service and leadership.

Ms. Theresa Liedtka made a motion to permit the library to close on Monday, October 13, 2014 for an all staff training day. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to close all library locations at 6:00 pm on Christmas Eve, Wednesday, December 24, 2014 and New Year's Eve, Wednesday, December 31, 2014.

Ms. Theresa Liedtka made a motion to approve the closing of all library locations at 6:00 pm on Christmas Eve, Wednesday, December 24, 2014 and New Year's Eve, Wednesday, December 31, 2014. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

Mr. Nate Hill announced that a new component to the redesign of the second floor youth space will be a partnership with Benwood and Lyndhurst to build a children's music laboratory.

Mr. Nate Hill announced that the Gig Lab is moving along on the 4th Floor. Equipment is arriving and Mr. Hill hopes to present a demonstration to the Board in the couple of months.

RECOGNITION OF PERSON WISHING TO ADDRESS THE BOARD (Non-Agenda Items):

Mr. James Kennedy recognized the following person:

- **Mrs. Vicki Williamson (Customer)**

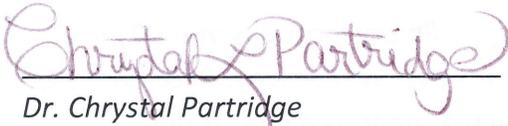
Mrs. Williamson addressed the Board regarding an incident involving pornography on the personal computer of a library customer on the first floor of the Downtown Library.

Ms. Valerie Malueg, City Attorney, stated that Ms. Corinne Hill contacted her, upon arrival as Executive Director of the Chattanooga Public Library, to discuss Tennessee law regarding pornography in libraries and the protection of minors. In her research, Ms. Malueg found that the challenge is in balancing the Child Internet Protection Act and the First Amendment right for adults to view material that may be considered obscene. The solution was to dedicate the second floor of the Downtown Library to children, tweens and teens. All computers are filtered and the space is monitored to ensure adults are accompanied by a child or picking up an item for their child. If a customer is viewing pornography on a different floor and a minor is present, the customer will be asked to close the site they are viewing for the protection of the minor.

Mrs. Williamson understood the difficult position that the library faces with this issue. Mrs. Williamson thanked the Board and the Library for all they are doing in this regard.

Mr. James Kennedy advised the Board that the City Auditor had completed a review of the Library, and his report would be delivered shortly.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 1:10 p.m.



Dr. Chrystal Partridge
Secretary