

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-JULY 20, 2016  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on July 20, 2016 at 12:00 p.m. with Board Chair, Karen McMahan, presiding.

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

Sherri Anderson  
Erik Broeren  
Herb Cohn  
Tom Griscom  
Theresa Liedtka  
Karen McMahan  
Susan Robinson  
Daniel Walker

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

Ms. Karen McMahan, Board Chair, called the meeting to order.

Ms. Karen McMahan explained that the board training scheduled for today's meeting would be postponed until the September 21, 2016 board meeting. This was due to the absence of some new board members from the meeting who needed to receive the training.

**APPROVAL OF THE MINUTES OF THE JUNE 21, 2016 ANNUAL AND REGULAR BOARD MEETING:**

*Mr. Tom Griscom made a motion that the Minutes of the June 21, 2016 meeting be approved.*

*Ms. Karen McMahan seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Ms. Sherri Anderson reported:

Receipts: 7% remaining of the operating budget to be received within FY '16.

Expenditures: 5% remaining of the operating budget to be expended within FY '16.

Final Close of FY '16 at 98% of budget expended.

**FRIENDS OF THE LIBRARY REPORT:**

Mr. Herb Cohn, Friends of the Chattanooga Public Library Board Liaison, presented the group's monthly report. A copy of the report is attached and made a part of these Minutes.

**STRATEGIC PLANNING UPDATE:**

Ms. Karen Mc Mahon asked Executive Director, Ms. Corinne Hill to talk about the approval of the Library Strategic Plan. Ms. Hill discussed two changes made to the plan that were requested at the June 21, 2016 board meeting. The first change was to move from a Facilities Plan to a System Wide-Service Needs/Service Delivery Master Plan Study and the second change is to form a Board Task Force on Supplemental revenue generation. These two changes have been incorporated into the Strategic Plan.

*Mr. Herb Cohn made a motion for approval of the Library Strategic Plan as presented. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.*

*Ms. Karen McMahan made a motion to form a Library Board Ad Hoc Committee to explore and report back to the full library board on supplemental revenue generation. This committee would consist of Ms. Susan Robinson, Ms. Kim Gavin, Ms. Sherri Anderson, Ms. Karen McMahan, and Ms. Corinne Hill. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

**DIRECTOR'S REPORT:**

Ms. Corinne Hill asked the Board's approval to accept the library budget for FY '17.

*Ms. Theresa Liedtka made a motion to accept the \$5, 970,000 from the City of Chattanooga for Library Operating Services which includes a 2% pay increase for staff who earn more than \$50,000 and \$1,000 pay increase for staff who earn under \$50,000. Ms. Susan Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill asked the board for a motion to accept \$450,000 funding from the City of Chattanooga for an Asbestos and Lighting Project - Capital for the Library.

*Ms. Susan Robinson made a motion for the approval to accept \$450,000 funding from the City of Chattanooga for Asbestos and Lighting Project-Capital. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill asked the Board for a motion to use \$500,000 from the Library Operating Balance Fund to be used for the Lighting and Asbestos Removal Project. Ms. Valerie Malueg, City Attorney added that this would be subject to approval from the City's Chief Financial Officer.

*Mr. Tom Griscom made a motion for the approval to use \$500,000 from the Library Operating Balance Fund to be used for the Library's Lighting and Asbestos Project subject to the approval of the City's Chief Financial Officer. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill presented the Travel Report for July-August 2016. A copy of the report is attached and made part of these Minutes.

Ms. Corinne Hill informed the Board that the 4<sup>th</sup> Floor HVAC unit is scheduled to be installed the weekend of July 30, 2016. Sometime during the weekend a portion of Broad Street will be closed to bring in the crane to lift the HVAC system onto the roof.

The library staff is planning activities to celebrate our 40 years at the Main Library. The event is called *40<sup>th</sup> on Broad* on is scheduled for October 22, 2016.

The finale for the Summer Learning Program will be Saturday, July 30, 2016.

Ms. Corinne Hill reminded the Board that the Library will be closed Monday, September 5, 2016, for the Labor Day holiday, and the August meeting has been cancelled.

Ms. Hill presented the year end 2015-2016 Library statistics.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 12:45 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

July 20, 2016

Dear Library Board,

David Baker from Giving Design trained the FOL council at our July 19<sup>th</sup> meeting. This officially kicked off our "grass roots" fundraising campaign.

Our August book sale will be August 3 to 15<sup>th</sup> and will be held at East Gate town center. The 15<sup>th</sup> will be the free giveaway day to teachers and nonprofits.

Branch sales are open in both Northgate and Downtown. East Gate will be next and this will complete our soft launch to this initiative.

The airport project had our soft launch over the weekend. Please tell all your contacts!

The State Librarian Chuck Sherrill has agreed to be our speaker at our annual meeting on Nov 18.

William

## **Travel Report**

### **July-August 2016 Travel**

#### **Corinne Hill, Executive Director**

August 8-12, 2016 IFLA Satellite Conference, 21st Century Literacies in Public Libraries. Corinne is co-chairing this conference with Siobhan Reardon, Executive Director of the Free Library of Philadelphia.

August 12-18 IFLA Conference, Columbus, Ohio. Corinne is a member of the public libraries section of IFLA. Paid for by the Friends of the Chattanooga Public Library

#### **Mary Jane Spehar, Assistant Director**

August 10-11, 2016 Attending IFLA Satellite Conference in Toronto, Ontario. Managing human resources in the library and information context: How do we want to work tomorrow? Paid for by the Chattanooga Public Library

#### **Meredith Levine, Youth Services Coordinator**

August 8-12, 2016 IFLA Satellite Conference. Philadelphia, PA. Meredith will be presenting on Placemaking in Public Spaces at the conference. Paid for by the Chattanooga Public Library

#### **Megan Emery, Library Assistant II, Teen/Tween Services**

August 13-19, 2016 IFLA Conference Columbus, OH

Megan is attending the conference. Paid for by a Fellowship received from the American Library Association.

**Karen Brown, Executive Assistant**

August 8-12, 2016 IFLA Satellite Conference, Philadelphia, PA

Karen is attending to assist Corinne Hill, Co-Chair, in the production of the conference. Paid for by the Chattanooga Public Library.