

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 19, 2013
2:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 19, 2013 at 2:00 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: Valerie Malueg, City Attorney; Corinne Hill, Director; Eva Johnston, Assistant Director; Nate Hill, Assistant Director; Eileen Johnson, Fiscal Analyst; Meg Backus, Systems Administrator; Andria Davis, Community Relations Coordinator; Nel Reid, Administrative Assistant and Karen Brown, Executive Assistant.

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

Ms. Mai Bell Hurley made a motion that the minutes of the February 19, 2013 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's income receipts are on target with 67% received and four (4) months of the budget year remaining.

Miscellaneous Income: The Stong Endowment Fund received \$36,172.38. This fund is setup through Suntrust Bank and will continue until it dissipates.

Contract service expenditures are as follows: Quarterly maintenance on Polaris Integrated Library system \$9,505.00; Vipre-System Security Software \$2,800.00; Electrical work (Staff Lounge and Coffee Bar) \$1,500.00; Plumbing \$490.00.

Insurance expenditure: Building and Content (all locations) \$29,971.04.

Equipment expenditure: Fourteen (14) barcode scanners that work with printed barcodes and smartphone barcodes \$4,410.00.

Expenditures are at 62% for the current fiscal year.

On Demand rental receipts for February totaled \$845.00. Purchases in February were \$688.98. The rental program has been discontinued as it is no longer self-sustaining.

FRIENDS OF THE LIBRARY REPORT:

Mr. Herb Cohn announced that the Friends of the Library book sale went well. Book sales are the primary source of income for Friends of the Library and take place three (3) times per year.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of a March lease payment for the Eastgate Branch Library in the amount of \$4,920.50. She also requested approval of the terms of a new eighteen (18) month lease agreement.

Ms. Theresa Liedtka made a motion to approve the March lease payment for the Eastgate Branch Library in the amount of \$4,920.50 as well as the terms of a new eighteen (18) month lease agreement. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Hill requested the Board's approval to pay \$24,064.93 for the percentage share operating costs of the Eastgate Branch location. This is an annual common area maintenance fee.

Ms. Theresa Liedtka made a motion to approve payment of the percentage share operating costs for the Eastgate Branch location in the amount of \$24,064.93. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

Ms. Hill presented the Board with an invoice in the amount of \$5,000.00 for a 3M Cloud eBook subscription through Polaris Library Systems. The eBook subscription was previously approved in June 2012 as part of a \$15,000.00 3M Cloud contract. However, it could not be implemented until a Polaris upgrade took place in February 2013. The library has now received the invoice for the 3M Cloud Platform from Polaris and the City Purchasing Department would like the Board's approval to pay the invoice.

Ms. Mai Bell Hurley made a motion to approve payment of \$5,000.00 to Polaris Library Systems for a 3M Cloud Platform. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Hill requested the Board's approval to pay C-W-C Office Furnishings \$6,574.00 for Caper chairs and stools to place in the Northgate and Eastgate Branches. Funding for the chairs and stools would come from the Free Public Library fund.

Ms. Theresa Liedtka moved to approve the purchase of Caper chairs and stools from C-W-C Office Furnishings in the amount of \$6,574.00. Ms. Karen Mc. Mahon seconded the motion. The motion was approved and carried.

Ms. Hill spoke with the Board about an opportunity she received to present a program in June at the Next Library conference in Aarhus, Denmark. Her presentation would highlight what the library is doing in regards to community engagement, creative citizenship and the development of The 4th Floor. The title of the program would be "Iterative Service Design and Creative Citizenship at the Chattanooga Public Library" and would involve Ms. Hill, Mr. Nate Hill and Ms. Meg Backus.

Ms. Hill requested the Board's approval to pay up to \$5,000.00 for three (3) round trip airline tickets to Copenhagen. The payment would come from the Francis Cole Fund, an unrestricted donation given to the library in 2010.

Ms. Theresa Liedtka moved to approve payment up to \$5,000.00 for 3 round trip airline tickets to Copenhagen for Ms. Corinne Hill, Mr. Nate Hill and Ms. Meg Backus. Mr. James Kennedy seconded the motion. The motion was approved and carried.

Ms. Hill presented the Board with a coffee price comparison sheet for the library coffee shop. The comparison included out-of-pocket cost for the library, proposed prices and estimated

sales profit. While this did not require a motion, the Board supported the proposed coffee prices.

The Access Management system will go live on Wednesday, March 20, 2013. This includes access to the 4th Floor, basement, staff entrances and all exterior doors. A doorbell will be installed for visitors next to the administrative office doors.

Ms. Hill announced that the library will be closed for an official City of Chattanooga holiday on Friday, March 29, 2013. The library will also be closed on Sunday, March 31, 2013 for a Spring holiday.

Board members have been approved for a special meeting on Tuesday, March 26, 2013 at 2:00 p.m. The purpose of the meeting will be to transfer endowment funds from the former Board to the new Board.

The Eastgate contract update is being tabled until the next Board meeting.

Ms. Corinne Hill presented the following Strategic Plan update.

Customer Access

Ms. Eva Johnston, Assistant Director, is working on a strategy to increase hours of operation for branch locations. The goal is to have all branches open on Fridays from 9:00 A.M. to 6:00 P.M.

Ms. Hill has added to the budget a request for security camera replacements.

There was a successful in-house renovation of the Downtown Library staff lounge. The Maintenance team did a great job removing wallpaper, painting, and installing new cabinets and appliances.

Electricity has been updated on The 4th Floor. Maker Day, a 3D printing event, took place on March 16, 2013 drawing a crowd of over 1,000 people with no electrical problems. There is still another level of electrical power that needs to be met. Ms. Hill has requested Capital funding for public restrooms and a catering space to be added to The 4th Floor.

Café furniture has been ordered. The process for ordering computer furniture system-wide can begin immediately thanks to the Board's approval in this meeting.

Responsive Collections

Staff training for Collection HQ will begin on March 26, 2013. Collection HQ is software purchased to help the library drill into its data to determine how materials are being used.

The Board just approved payment for the 3M Cloud Platform. Staff will be trained to use 3M downloadables in order to assist the public.

Staff will also be trained to use downloadables from Axis 360 Digital Media Library by Baker & Taylor.

Half the adult non-fiction materials have been moved from the second floor to the first floor. The first floor will become a popular library. The second floor will be turned into a dedicated Youth Service area. This area will include teens, tweens and young children. Ms. Hill is excited that Justin Hoenke, a 2013 Library Journal Mover and Shaker, will be joining the Youth Services team on April 22, 2013.

The library is partnering with Random House to broadcast Dan Brown's only public appearance this year. The live stream from Lincoln Center will feature his most recent book. This event will take place on May 15, 2013 at 7:30 P.M. in the auditorium of the Downtown Library.

Technology Platforms

Mr. Nate Hill discussed website changes to the library's catalog. The technology team is working to provide a consistent user experience. The website is very much like a library digital branch. The goal is to push services that can be enjoyed virtually to the forefront. Ebooks and digital content would be the first things one would expect to enjoy in that setting. There will be information about the entire library collection and directional content such as branch locations and hours. The technology team meets regularly and has developed a good workflow around how changes will be implemented.

Ms. Mary Barnett, Social Media Strategist, is charting out all of the library's different social media accounts to make sure consistent messaging is taking place. She is also working on a social media policy.

Mr. Hill presented a preview of CHA makers (chamakers.com) which is the library's second web property created to publicize the 3D printing event, Maker Day. The site is maintained and updated as this particular thread of interest continues on The 4th Floor.

Ms. Corinne Hill announced that there are one hundred six (106) computers in the system manufactured on or before 2008. The plan is to replace fifty (50) of these computers next year at the Northgate and Eastgate locations.

Mr. Hill is reviewing a collection development policy for the Local History Department written by Ms. Mary Helms, department manager.

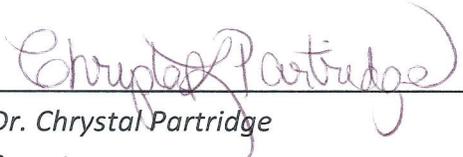
Transformation

Ms. Hill has been working with the City Human Resources Department to revise the library's leave policy.

Ms. Hill has also been reviewing Job Analysis Questionnaires and will be sending them to the City Human Resources Department for further review.

Board members would like Ms. Hill to speak with someone about free parking for customers.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 3:23 p.m.



Dr. Chrystal Partridge
Secretary