

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-APRIL 16, 2013  
2:00 P.M.

The Board of Directors of the Chattanooga Public Library met on April 16, 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
- Tiffanie Robinson

Also present: Valerie Malueg, City Attorney; Corinne Hill, Executive Director; Eva Johnston, Assistant Director; Nate Hill, Assistant Director; Dan Thornton, City of Chattanooga Interim Purchasing Agent; Eileen Johnson, Fiscal Analyst; Jim Cooper, Personnel Officer; Andria Davis, Community Relations Coordinator; Nel Reid, Administrative Assistant and Karen Brown, Executive Assistant.

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

*Mr. Herb Cohn made a motion that the minutes of the March 19, 2013 meeting be approved. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.*

*Ms. Mai Bell Hurley made a motion that the minutes of the March 26, 2013 special Board meeting be approved. Ms. Karen McMahon seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, recommended that a motion be made to appoint a legal signatory for the Board to execute library financial business.

*Ms. Mai Bell Hurley made a motion that the Library Board Chair and Library Director be appointed joint signatories for Library Board financial business. Ms. Karen McMahon seconded the motion. The motion was approved and carried.*

Mr. Cohn reported that the library received a grant from the State of Tennessee in the amount of \$17,156.79 to purchase materials for general library services.

The library's income receipts are on target at 75% with three (3) months of the budget year remaining.

Contract service expenditures are as follows: \$1,538.00 for alarm monitoring, paid quarterly; \$1,282.00 for electrical work; \$2,288.00 for security service.

Expenditures are at 70%.

#### **FRIENDS OF THE LIBRARY REPORT:**

Mr. Herb Cohn announced that a new Friends of the Library committee has been formed to research and develop a strategic plan to coincide with the Chattanooga Public Library's goals. Three new members have been added to the Friends of the Library Executive Council. Mr. Cohn hopes to give an update on the Friends strategic plan in the May Board meeting.

#### **DIRECTOR'S REPORT:**

Ms. Corinne Hill invited Mr. Dan Thornton, City Interim Purchasing Agent, to present a new lease agreement for the Eastgate Branch Library. Mr. Thornton explained that the lease agreement for the Eastgate location began in 1977. In accordance with the county process a current lease is needed. The new lease is a four (4) year modified gross lease with a rate of \$10.15 per square foot totaling \$92,202.60 annually or \$7,683.55 monthly. The monthly rate is subject to periodic adjustment based on annual operating cost. Real estate taxes and all other expenses are included with the exception of janitorial services. The lease may be terminated after eighteen (18) months. The landlord has provided a \$22,600.00 tenant improvement allowance for the new lease term. This is unamortized over the four (4) year life of the lease.

Should the library terminate the agreement early, the remaining unamortized amount will be reimbursed to the landlord.

Ms. Corinne Hill asked Mr. Thornton what repairs would be covered by the \$22,600.00. Mr. Thornton stated that \$22,600.00 should cover the carpeting and electrical allowances. Other items that need to be addressed should be covered under the library maintenance policy.

Ms. Karen McMahon asked if repair work and aesthetic projects could be contracted out or put up for bid. Mr. Thornton stated that Luken owns and insures the property so any work must be contracted through Luken Holdings.

*Ms. Karen McMahon made a motion to make monthly payments of \$7,683.55 for the Eastgate Branch Library upon the signing of the new lease. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay Perma-Bound \$1,231.23 for children's materials. The Perma-Bound company provides a product used on paperback books, providing them with a longer shelf life by binding book covers into a hardback form.

*Ms. Karen McMahon made a motion to pay Perma-Bound \$1,231.23 for children's materials. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill discussed schedule conflicts with the June and August Board meetings. The Board agreed that the May meeting would serve as a May/June meeting and a decision for the August meeting will be made at that time.

Ms. Corinne Hill spoke with Republic Parking about providing spaces for library customers. They are willing to bill the library for spaces at the regular rate. The rate is non-negotiable.

Ms. Corinne Hill invited Mr. David Hudson, of Artech Design Group, to present the Board with a contract summary sheet that provides an explanation of fees for the new Eastgate Public Library and Interpretive Center. After meetings with Mr. Hudson, Ms. Corinne Hill, Executive Director, Ms. Valerie Malueg, City Attorney and Mr. Cary Bohannon, City Contracts Project Manager, a conclusion was made that the owner and Artech may enter into a standard AIA owner/architect agreement. The contract includes programming and full architectural services through construction of the entire facility. There are stopping points along the way and the owner's representative can stop the entire process at any time.

Mr. Hudson is asking the Board to release him to begin the programming and interpretive design phase of this project at a cost of \$146,692.00. He presented a standard form with an attachment for the programming and interpretive design services. This phase of the project will be a partnership between Artech and Lord Cultural. The approximate schedule for the programming phase is mid May to mid September.

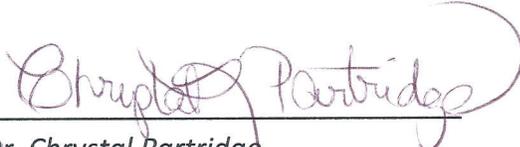
At the completion of the programming phase of the project, Mr. Hudson will provide the owner a document which outlines the Library's and the project's values, goals and requirements. Specifically, the report will include site analysis, space requirements, the study of existing facility, project standards, project goals, property survey, technical studies, conceptual diagrams, performance and design criteria.

*Mr. Herb Cohn made a motion to commit \$146,692.00 to the programming phase of the Eastgate Library and Interpretive Center as outlined in the Artech contract summary sheet. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Valerie Maueg, City Attorney, stated the Board's need to authorize a signatory for the Eastgate Library and Interpretive Center contract.

*Ms. Theresa Liedtka made a motion to authorize Mr. James Kennedy as signatory for the Eastgate Library and Interpretive Center contract following review and approval by the Board's legal counsel. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 3:40 p.m.



*Dr. Chrystal Partridge*

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Secretary