

To: The Chattanooga Public Library Board

FR: The Friends of the Chattanooga Public Library Council

DT: January 27, 2015

RE: City of Chattanooga Code of Ethics

We would like to inform your board that all members of the Friends Council have read and accepted the City of Chattanooga code of ethics.

As we are out in the community representing the Friends and The Public Library we will operated within the code.

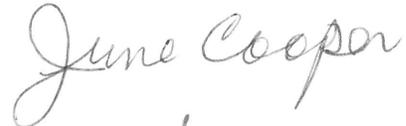
William Sundquist 

Sandra Hawes 

Sharon Brooks 

Chris Hockert 

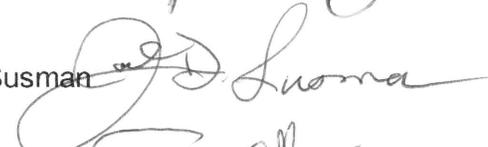
Jeanne Brice 

June Cooper 

Florence Ashby 

Wayne Gay 

Dawn Skowronnek 

Joel Susman 

Karen Gamble 

Tom Adkins 

Rachel Hunt 

Sylvia Green 

Nathan Evans 

LIBRARY AUDIT
UPDATE
FEBRUARY 2015

- The Library Board adopted Bylaws at the October 2014 board meeting.
- The Library Board adopted Chapter 2 of the City's Code at the October 2014 board meeting. Library staff successfully transitioned to city leave 1 December 2014. Copies of the City Code have been delivered to all Library departments and is available online.
- Richard Beeland began work as the Library's Chief Administrative Officer on October 29, 2014.
- All meetings of the Library Board and its committees are published in the newspaper seven (7) days prior to each meeting. Additionally, a notice is posted on the front door of each library and on the library's web site.
- A written procedure is in place for donating library materials that have been removed from the collection to the Friends of the Chattanooga Public Library. This is a routine part of library business and the city auditor found no issue related to the disposition of the materials.
- The Library adheres to a strict industry standard regarding the removal of library materials. I reached out to the American Library Association as well the Tennessee State Librarian on this topic. Statements from ALA's Executive Director and the State Librarian are attached.
- The Library follows the City's Travel Policy and the Director reports monthly to the Board any upcoming travel for all staff and how travel is being funded.
- We currently use Oracle for business processes and HR related processes. **Time Clock software and kiosks will be installed April 2015.**
- **The Library will wait for the City to release its Employee Manual, expected in late Winter or early Spring of 2015, and take appropriate action.**
- A Board Manual, developed by a committee of two Library Board members and the Library Director was presented to the Board and approved at the January 2015 meeting. Board Manual complete and delivered to all members of the Board.

- Board training was provided by the City Attorney's office at the Board's November 2014 meeting.
- **An Employee Orientation, focused on Library processes, will be developed by the CAO with an anticipated roll out in 2015.**
 - Current Employees:
 - Required orientation for leave policy was completed in February 2015.
 - Time Clock policy training is being scheduled
 - We are developing behavior policy training
 - We are working with HR to establish a performance evaluation process.
 - New Employees:
 - An employee checklist has been developed and is use when a new employee is hired (see attached).
 - We are developing "core competencies" and a six-month new employee review and intend to include these competencies into this process.
 - All new employees go through the City's orientation process.
 - We are reviewing all current policies and will be developing a training process that can be implemented when new hires are on-boarded. We will be relying on supervisors/managers for input and compliance.
- **The Library will advertise for an auditor in late Winter 2015 so that they may provide a separate audit of the library at the close of FY 2014-2015. An RFP presented to the Board for comment at their February 2015 meeting.**
- A draft MOU with the Friends of the Chattanooga Public Library and the Library Board was presented to the Board and approved at their January 2015 Library Board meeting.
- **The city attorney's office is researching the need for two board members' signature on all library invoices.**
- An all staff day will be held annually on Columbus Day.

- Staff disciplinary actions and separations are complete.

Travel Report
February-March 2015

Corinne Hill, Library Director

March 7-21, 2015 Speaking at Library Conferences in Perth, Melbourne, Sydney, and Adelaide, Australia. (Paid for by various Library Associations in Australia.)