The Board of Directors of the Chattanooga Public Library met on February 17, 2015 at 12:00 p.m. with Board Vice-Chair, Karen McMahon, presiding.

Dr. Chrystal Partridge called the roll. The following members were present:

Sherri Anderson  
Lilian Bruce  
Herb Cohn  
Tom Griscom  
Micah Guster  
Mai Bell Hurley  
Karen McMahon  
Chrystal Partridge  
Tiffanie Robinson

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Nate Hill, Assistant Director; Valerie Malueg, City Attorney; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Karen Brown, Administrative Manager; Nel Reid, Administrative Assistant.

Ms. Karen McMahon, Board Vice-Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE JANUARY 20, 2015 BOARD MEETING:**

*Ms. Mai Bell Hurley made a motion that the minutes of the January 20, 2015 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

**TREASURER’S REPORT:**
Mr. Herb Cohn, Treasurer, reported that the library's income and expense receipts are on target at 56 percent with five (5) months of the budget year remaining.

Contract Service Expenditures are as follows: $2,608.65 to SEI for security guard service; $414.45 to Cintas for maintenance uniform service; $2,000.00 to Mace + Carmichael for Identity Audit Service.

Expenditures are at 54% for the fiscal year.

Mr. Tom Griscom requested that the record shows he was on time to the Board meeting. Mr. Griscom stated, “I was here before noontime and nobody was here to answer the door. So I just want the record to show I was here on time even though I missed the roll.”

Ms. Karen McMahon asked if Mr. Griscom rang the bell. Mr. Griscom stated that he did ring the bell.

Dr. Chrystal Partridge stated that the same thing has happened to her.

Ms. Karen Brown, Administrative Manager stated her apologies and that she will wait in the lobby until all Board members have arrived.

**FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library presented to the Board a memo signed by all members of the Friends of the Library Council stating their agreement to operate within the City of Chattanooga Code of Ethics. A copy of the signed memo is attached and made a part of these Minutes.

Muse of Fire, a playwriting program for children, is now a part of Friends of the Chattanooga Public Library.

Friends of the Chattanooga Public Library hosted a mask painting program at the Northgate Branch Library on January 24, 2015. The program was funded through a grant awarded to Friends of the Library by the Community Foundation and was highlighted in the January 2015 Tennessee Parents Magazine.

Mr. Sundquist announced his attendance at the Midwinter ALA Conference as a representative of Friends of the Chattanooga Public Library. He had an opportunity to meet with people from foundations around the country and received numerous unsolicited compliments on the great work taking place in Chattanooga.
Mr. Tom Griscom stated that those compliments are important to the community. He suggested that in the future Mr. Sundquist encourage the people offering compliments to send letters to city leaders.

Members of the Friends of the Chattanooga Public Library Council delivered cookies and chocolates to all library locations to show their appreciation on Valentine’s Day.

Friends of the Chattanooga Public Library approved their budget of $35,000.00 to support the library this year.

Friends of the Chattanooga Public Library will host Green Drinks in conjunction with Green Spaces on the 4th Floor of the downtown library, Wednesday, January 25, 2015 from 5:30 pm until 7:30 pm.

The next Friends of the Chattanooga Public Library book sale will take place the first week of May at Hamilton Place Mall in the old Piccadilly location.

March 5, 2015 is Library Day on the Hill for the state of Tennessee in Nashville.

Mr. Sundquist will go to Washington, DC on May 5, 2015 to represent the state of Tennessee for Friends of State Libraries and National Legislation Day on the Hill.

Volunteer hours for Friends of the Chattanooga Public Library are Fridays 1:30 pm - 4:30 pm and the first Saturday of each month 1:00 pm - 4:00 pm.

Mr. Herb Cohn announced that 23,442 Hamilton County School students have been issued library cards and represent 10% of the Library’s total circulation.

Mr. Tom Griscom requested an update on how many of the library cards that have been issued to Hamilton County School students are being used.

COMMITTEE REPORTS:

There were no committee reports to discuss.

DIRECTOR’S REPORT:
Ms. Corinne Hill requested the Board’s approval to change the date of the Tuesday, March 17, 2015 Board meeting to Tuesday, March 24, 2015.

Mr. Tom Griscom made a motion to change the date of the Tuesday, March 17, 2015 Board meeting to Tuesday, March 24, 2015. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board’s approval of a Materials Selection and Production Policy. The Board discussed additions and modifications to the policy.

Ms. Tiffanie Robinson made a motion to approve the Materials Selection and Production Policy with additions and modifications. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

Ms. Corinne Hill presented to the Board a draft letter for prospective board members informing them of the work involved with becoming a member of the Chattanooga Public Library Board of Directors. Discussion followed. The Board would like to review the letter after edits have been made.

Ms. Corinne Hill presented to the Board an update on audit issues and action items. A copy of the document is attached and made a part of these Minutes. Items in bold are not yet completed.

Ms. Corinne Hill reminded the Board of a state statute requiring the signatures of two (2) Board members on every Library invoice. Ms. Hill currently signs all invoices. Discussion Followed.

Ms. Mai Bell Hurley made a motion that Ms. Natalie Phillips, Fiscal Analyst, signs Library invoices in addition to Ms. Corinne Hill. After which the order of Board member signatures will be as follows: Board Chair, Board Vice-Chair, Treasurer, next available Board member. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill presented to the Board a report on library staff travel for March 2015. A copy of the travel report is attached and made a part of these Minutes.

Ms. Corinne Hill notified the Board that the Eastgate lease expires on March 31, 2017.

Ms. Corinne Hill notified the Board of the need for an updated strategic plan and library services plan.
There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:18 p.m.

Dr. Chrystal Partridge
Secretary