

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-FEBRUARY 19, 2013  
11:30 A.M.

The Board of Directors of the Chattanooga Public Library met on February 19, 2013 at 11:30 a.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Herb Cohn
- Mai Bell Hurley
- James Kennedy
- Theresa Liedtka
- Karen McMahan
- Chrystal Partridge
- Tiffanie Robinson

Also present: Valerie Malueg, City Attorney; Corinne Hill, Director; Eva Johnston, Assistant Director; Nate Hill, Assistant Director; 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 January 15, 2013 meeting be approved. Ms. Chrystal Partridge seconded the motion. It was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that the library's income receipts are on target at 58% with five (5) months of the budget year remaining.

Through a grant for general library services from the State of Tennessee, the library was reimbursed \$20,183.45 for book expenses.

At the end of January, the library has expended 54%. Expenditures are as follows:  
Telephone - \$4,383.00 to Integrated Networking Technology for installation of fiber cable.  
Air Conditioning Maintenance - \$3,833.60 to Carrier Corporation for repairs to fan motor.

On Demand rental receipts for January totaled \$1,043.00. Purchases in January were \$1,338.80. The program has a balance of \$1,767.34.

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

Mr. Herb Cohn presented a revised work schedule for the Friends of the Library book sale and encouraged members of the Board to volunteer.

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

Ms. Corinne Hill presented the following Strategic Plan update.

##### Customer Access

Ms. Hill would like to open the library's branches on Fridays beginning next fiscal year. Maintenance staff members have been doing major cleaning in all public spaces, especially restrooms. Ventilation fans have been installed in branch restrooms. The staff lounge has been refurbished. The 4<sup>th</sup> Floor has been painted. Blinds, which were approved in a previous meeting, are being cut for installation into the Boardroom. Card key access is being installed at the Downtown Library for security purposes. All exterior doors and interior staff doors will have automatic card access.

##### Responsive Collections

Ms. Meg Backus, Systems Administrator, is working with Baker & Taylor to load Collection HQ. Ms. Backus will send data files to Collection HQ and they will drill into the files and determine what is going on with the library collection. This will provide the ability to make smart decisions when developing the library collection.

Ms. Hill would like to see patron requests go online and Ms. Backus is looking for ways to bring that to fruition. \$30,000.00 has been budgeted for patron requests to purchase items the library does not own. Ms. Hill stated that this particular method of collection development

helps selectors become more effective at their jobs. Patron requests will decrease as selectors are more in tune with what is being read in the community. The library has been receiving ten (10) to fifteen (15) patron request forms per day and an estimated \$16,000.00 has been spent to fulfill those requests.

### Technology Platforms

There is a team of staff members working to inventory every piece of equipment in the library system. This will allow the library to create a budget for the purpose of replacing technology when it reaches its end of life rather than waiting for it to die while in public use.

Mr. Nate Hill, Assistant Director, reported that Polaris Library Systems and the new library website would be updated simultaneously on February 20, 2013. He continues to work with Local History content and with Information Services in order to move forward with the library network.

### Transformation

The library has made some progress with the foundation component. A list has been made of people to bring together for the purpose of helping when we are ready to move this component forward.

Data is being collected through the job analysis questionnaire to determine the library's organization and staffing model.

Policies and procedures are all antiquated, most being established in the 1990s. The Circulation policy has been revised. Next up for review is the leave policy for staff. There will be many conversations in regards to policy updates.

Ms. Hill concluded the Strategic Plan update by reminding the Board that more information will be provided in every meeting.

Ms. Hill requested the Board's approval to send the proposed 2013-2014 fiscal year library budget to the City of Chattanooga, Financial Department with the understanding that it is subject to change.

*Ms. Theresa Liedtka made a motion to send the proposed 2013-2014 fiscal year library budget to the City of Chattanooga, Finance Department. Ms. Mae Bell Hurley seconded the motion. It was approved and carried.*

Ms. Hill requested the Board's approval to pay Polaris \$6,350.00 to purchase a module that would allow the library to notify customers of holds and overdue items by telephone. Polaris is the provider for the library catalog, inventory database and membership database. The library is currently paying postage fees to mail notifications. Ms. Hill determined that the one-time cost of the telephone notification module should be recovered in six (6) months.

Ms. Hill requested the Board's approval to pay Advanced Signs \$386.00 to cover permit costs for installation of the new sign on the front of the Downtown Library.

Ms. Hill requested the Board's approval to pay ProQuest \$5,090.00 for the Ancestry database. Funding for this database comes from the Noone endowment and has been budgeted. However, due to the cost of the database, the purchase must be approved by the Board.

Ms. Hill requested the Board's approval to pay \$283.50 for OCLC Contract Cataloging. The library is exceeding the OCLC contract limit because cataloged records for ebooks are now being provided at \$1.50 each. This is more cost effective than the in-house original cataloging process. Ms. Hill decided to present the new contract charge for approval and begin saving money now rather than waiting until next fiscal year.

Ms. Hill requested the Board's approval to pay Perma-Bound \$2,597.73 for children's materials. The Perma-Bound company provides a product used on paperback books, providing them with a longer shelf life by binding them into a hardback form.

Ms. Hill asked the Board's approval to pay C-W-C Office Furnishings \$6,632.29 to purchase café furniture for the new library coffee shop. This funding would come from a Free Library endowment.

*Ms. Mae Bell Hurley made a motion to approve the purchase of café furniture. Mr. James Kennedy seconded the motion. It was approved and carried.*

*Ms. Theresa Liedtka made a motion to approve all aforementioned contracts. Mr. James Kennedy seconded the motion. It was approved and carried.*

Ms. Hill called attention to the monthly statistical report located in the Board member notebooks. She asked members of the Board if they would like to continue seeing statistics each month. It was decided that the reports would be presented quarterly and added to the meeting agenda for discussion.

Ms. Hill requested approval to close the library on Sunday, March 31, 2013 for a Spring Holiday.

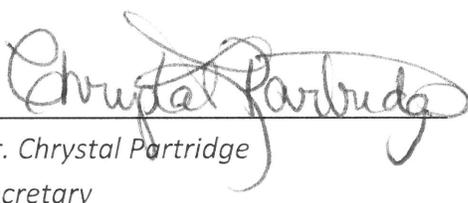
*Mr. Herb Cohn made a motion to close the library on Sunday, March 31, 2013 for a Spring Holiday. Ms. Theresa Liedtka seconded the motion. It was approved and carried.*

Ms. Hill reintroduced Mr. David Hudson, owner of ArTech, the architectural and interior design firm selected to design the new Eastgate Library and Interpretive Center. In the January Board meeting, Mr. Hudson was asked to return with an initial contract as lead design consultant for the programming portion of the Interpretive Center. Mr. Hudson has received proposals from Lord Cultural Resources and Jones & Jones Architects. He has prepared a contract to be sent to the City Attorney's Office for review.

The cost for programming and Interpretive Center planning are as follows: Lord Cultural Resources \$60,000.00; Jones & Jones Architects \$32,187.00; ArTech \$54,505.00. The total cost for programming and Interpretive Center planning is \$146,692.00. This cost includes pre-design procedures such as analysis of structural, mechanical, electrical and plumbing of the existing building as well as how the building will function. The programming and planning phase will determine what goes into the building. Design will be the next phase of the architectural process.

*Mr. James Kennedy made a motion to have the City of Chattanooga, Attorney's Office review Mr. David Hudson's contract for the programming and planning phase of the new Eastgate Library and Interpretive Center. The City Attorney will return to the March Board meeting with her comments regarding the contract. Ms. Theresa Liedtka seconded the motion. It was approved and carried.*

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at approximately 1:15 p.m.

  
Dr. Chrystal Partridge  
Secretary