

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 17, 2018
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 17, 2018 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

Mr. Daniel Walker called the roll. The following members were present:

Erik Broeren
Herb Cohn
Kim Gavin
Tom Griscom
Theresa Liedtka
Karen McMahon
Susan Robinson
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant.

Ms. Theresa Liedtka, Board Chair, called the meeting to order.

APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2017 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the November 15, 2017 Regular Board of Directors' meeting be approved. Mr. Dan Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Analyst reported:

Receipts: 48% of the operating budget to be received within the remaining fiscal year.

Expenditures: 54% of the operating budget to be expended within the remaining fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Mr. Herb Cohn, Board Liaison to the Friends of the Chattanooga Public Library, presented the group's monthly report. A copy of the report is attached and made a part of these minutes.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval of the Chattanooga Memory Project Terms of Service Agreement. She informed the Board that there is a risk with this contract. Ms. Hill and Ms. Valerie Malueg, city attorney, have had conversations regarding the infringement clause in the contract. Usually the vendors carry insurance for this risk within the contract. The terms of service for the Memory Project Agreement was drafted from Story Corps and they have had no issue with copyright violations. However, if someone challenged copyright of material posted on the Chattanooga Memory Project site we would take it down. There is always the risk that the city could be sued as well as the library board. We have a procedure in place for reconsideration of materials. The Memory Project site will be folded into that procedure.

Ms. Karen McMahon asked who has the right to decide what information is taken down from the Memory Project sight if it is found offensive to someone. Ms. Hill informed the Board that the library will follow the same procedure used for materials that are challenged, including removing the content challenged until a decision is made by administration. Content that is blatantly offensive will be removed without the need for it to be challenged. This decision will be made by Library Administration. We have a staff person who will monitor this project in the same fashion that we monitor our social media.

Ms. Theresa Liedtka asked if Pass it Down had any involvement in deciding whether offensive content would be taken down from the site? Ms. Hill responded that the only part that Pass It Down plays in the agreement is on the back-end. The agreement enables them to touch the uploaded content to post and share it.

Ms. Karen McMahon made a motion to approve the Chattanooga Memory Project Terms of Service Agreement. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Hill asked the Board for their help in asking for funding to support the Chattanooga Memory Project. There was discussion among the board members with Ms. Hill on how best to achieve support for the project.

Ms. Corinne Hill asked the Board's approval for the subscription and hosting services agreement with Gale Cengage Learning for Analytics on Demand.

Ms. Karen McMahon asked Ms. Hill to give a brief summary of the subscription and hosting services agreement. Ms. Hill explained to the Board that Gale Cengage has contracted with Experian to pull information about a block population area so that we can help identify per capita information that is more definitive than the census data regarding our library card users. This product will help us make decisions as we develop the Library's the Library's Service Plan.

Ms. Kim Gavin made a motion to approve the subscription and hosting services with Gale Cengage Learning for Analytics on Demand. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to approve her travel to the American Library Association Mid-Winter Conference in Denver, Colorado February 9-11, 2018. The travel is paid for by the Friends of the Chattanooga Public Library.

Ms. Karen McMahon made a motion to approve Corinne Hill, Library Director's travel to the American Library Association Mid-Winter Conference in Denver, Colorado February 9-11, 2018. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reported on the quarterly statistics. Ms. Hill reported that the materials numbers are increased due to the addition of Hoopla records. Our circulation increase is at 4% and in nationwide comparison we are performing well, as many libraries are reporting a downward trend. Our website number of visits are down. One of our BFO's this year is a request for money to update our website. Ms. Hill expressed a need to refresh the library's website to make it more user friendly.

Ms. Hill updated the Board about our Operating Budgeting for Outcomes for FY'19. We are seeking an initial increase of \$1,495,639.00 this includes \$346,725.00 for operations at Avondale, which includes 2 full time and 2 part time staff. The website upgrade BFO is \$50,000.00

Ms. Hill updated the Board on the capital BFO's for FY '19. An electric upgrade of \$200,000.00 and library roof replacement of \$450,000.00 are moving forward at this time. The third Capital BFO is to upgrade the 3rd floor terrace into an event venue with a raised floor. Ms. Hill has asked legal to work on an exemption for serving alcohol in the library so the space can generate revenue.

Ms. Hill informed the Board that the Alexa conference will be held at the library on the 4th Floor on January 18-20th, 2018. The Mayor will be addressing the conference.

Senator Bo Watson will be visiting and touring the library on Friday, January 19, 2018.

Trey Gordner and his Koios team will be holding their work retreat and meeting with our staff this Friday as well. They manage our google ads for the library.

The Innovation Committee of the City Council will be meeting in the library board room on January 30, 2018. Afterwards Corinne will be giving them a tour of the library.

We have now hired a full time staff person for the 2nd Floor Sound Studio his name is Charles Allison. We are getting more requests from individuals for open studio time. We are working out how to schedule this as well as offer our educational classes. Tom Griscom requested that we have a Chattanooga Public Library sign installed in the Sound Studio.

Vayner has completed their social media audit. They have helped us organize our social media pages pulling them under one umbrella and using templates to differentiate between services and departments. Vayner has been podcasting regularly out of our 2nd Floor sound studio. Library board members requested the social media audit be e-mailed to them.

Ms. Hill informed the Board that she recently attended the Avondale Center groundbreaking. The community is excited about the center.

We are preparing to put out an RFP to digitize the newspapers 1873-1922 housed in our Local History department. We will be seeking minimum preservation standards, in order to provide access outside library building.

Ms. Hill thanked the Friends of the Library for supporting an indoor playground on the 2nd Floor children's area. The playground is being purchased from Playcore.

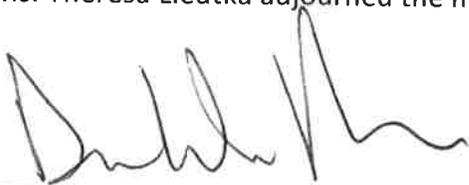
We were unable to reach an agreement on the Lynda.com contract that the Board voted on in November. We will be renewing our online product that is currently in use.

RFP for the HVAC replacement is currently held up in Public Works.

The library staff have created a summer reading list that we will share with the schools. A seal has been created to attach to the books we will be buying from the list. We are working with the schools to adopt the lists.

The travel report is attached and made a part of these minutes.

Ms. Theresa Liedtka adjourned the meeting at 1:10 p.m.

A handwritten signature in black ink, appearing to read 'Daniel Walker', written over a horizontal line.

Mr. Daniel Walker, Board Secretary



Friends of the Library Report

January 17, 2018

Dear Library Board,

We had a successful Donation-A-Thon on December 9th. We are planning another for the late spring/early summer.

Our operating income (excluding restricted donations and grants) for 2017 was \$17,587. We will be making a \$5,000 deposit to the Community Foundation of Greater Chattanooga Endowment Fund.

Our 2018 Strategic Planning Meeting is coming up on January 20, 2018. We will be discussing the 2018 budget, book sales, additional location sales, and fundraising ideas.

Sharon

Travel Report

January-February Travel

Corinne Hill, Executive Director

February 9-11, 2018 Presenting at the American Library Association-Midwinter Conference in Denver, Colorado regarding the Chattanooga Memory Project. Paid for by the Friends of the Chattanooga Public Library.