CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 18, 2017
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 18, 2017 at 12:00 p.m. with Board Chair, Karen McMahon, presiding.

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

Erik Broeren
Herb Cohn
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahon
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant, Bill Wilkerson; Architect

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

APPROVAL OF THE MINUTES OF THE NOVEMBER 16, 2016 BOARD MEETING

Ms. Theresa Liedtka made a motion that the minutes of the November 16, 2016 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

APPROVAL OF THE MINUTES OF THE DECEMBER 21, 2016 BOARD MEETING

Mr. Tom Griscom made a motion that the minutes of the December 21, 2016 meeting be approved. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn reported:

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

Expenditures: 59% remaining of the operating budget to be expended within the 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.

COMMITTEE REPORTS:

Ad-Hoc Committee:
Ms. Corinne Hill reported Skye Strategies was paid $1,950.00 from the Friends of the Library to formulate a Grant & Development plan for the library. They are currently doing background research for the plan.

DIRECTOR'S REPORT:

Mr. Richard Beeland introduced Mr. Bill Wilkerson, Architect. Mr. Wilkerson was on the original architectural team of the library, and is managing our current ceiling and lighting renovation project. He attended the board meeting to answer any questions from the Board about having polished concrete floors in the library as opposed to carpet. There has been concern from some board members about the acoustics in the building if polished concrete floors were chosen. Mr. Wilkerson explained that the new ceilings and lights would make a difference in the acoustics of the building and he didn't feel that the noise from the concrete floors would be a factor. The

Board thanked Mr. Wilkerson and there was no objection to the Library moving forward with polished concrete floors.

Ms. Corinne Hill asked the Board to approve the change order with Raines Brothers, Inc. not to exceed $364,923.83 for lighting, ceiling, & construction improvements to the library to be paid from capital funds.

Ms. Theresa Liedtka made a motion to approve the change order with Raines Brothers, Inc. not to exceed $364,923.83 for lighting, ceiling, & construction improvements to the library to be paid from capital funds. Mr. Micah Guster seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to approve the expenditure of $59,369.00 to "Layer 3" for data wiring installation at the library.

Ms. Susan Robinson made a motion to approve the expenditure of $59,369.00 to "Layer 3" for data wiring installation at the library. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval to sign a Memorandum of Understanding between the Chattanooga Public Library and Hamilton County for improvement work. Ms. Karen McMahon asked for an explanation of the memorandum. Ms. Valerie Malueg, City Attorney advised that this was necessary because the building is jointly owned by the City and the County. A copy of the Memorandum of Understanding is attached and made a part of these minutes.

Mr. Tom Griscom made a motion to approve the library director signing the Memorandum of Understanding between the Chattanooga Public Library and Hamilton County, Tennessee to address certain repair and improvement work at the Chattanooga Public Library, 1001 Broad Street, Chattanooga, TN. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval to adopt the Metro Libraries State Funding Resolution.

Ms. Theresa Liedtka made a motion to adopt the Metro Libraries State Funding Resolution. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Hill reported to the Board on the Chattanooga Memories Project. The contract for the "Pass it Down" service which the library will use for the Chattanooga Memories Project is currently being reviewed by legal and purchasing. Ms. Hill and Mr. Beeland met with a public relations agency, Angela Ballard, to develop a promotion plan..

Mr. Herb Cohn asked Ms. Corinne Hill to give the Board an update on new programs at the library. Ms. Hill informed the Board that she has met with Elizabeth Hall from Food City. Food City has offered access to a nutritionist, executive chef, and food for 85 cooking programs to promote our mobile food kitchen scheduled to arrive the end of January. Ms. Hill informed the Board that a social worker has been at the library once a week to be available for our customers who may be seeking services that they can provide. Chattanooga Cares also sent their mobile van to the library to make their services available to our customers.

Ms. Corinne Hill asked the Board's permission to move the Wednesday, March 15, 2017 board meeting to Wednesday, March 22, 2017 due to her attendance at the IFLA mid-year conference. The Board agreed to move the meeting to Wednesday, March 22, 2017.

Ms. Hill informed the Board that Ms. Diane Moore, a Library Assistant II, on our staff has received the passport Acceptance Agent of the Year Award for 2016. Ms. Moore leads our passport program at the library. She will be traveling to Washington, D.C. to accept the award on January 24, 2017.

Ms. Corinne Hill presented the travel report for January-February 2017. A copy of the report is attached and made a part of these Minutes.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:50 p.m.

Mr. Daniel Walker, Board Secretary

Friends of the Library Report

January 18, 2017

Dear Library Board,

FOL has a book sale at Northgate Library February 3rd and 4th .

A Friends "Strategic Planning" meeting will be held February 11th.

In 2016, we increased our unrestricted cash and generated revenues over expenses of $14,717. In addition, we disbursed grants and restricted donations totaling almost $84,000.

Our location sales generated over $8,000 in a staggered rollout throughout the year. We are projecting $12,000 from them in 2017, with almost no associated expense as they are volunteer maintained and restocked from donations.

Sharon

RHEUBIN McGHEE TAYLOR
COUNTY ATTORNEY

MARY NEILL SOUTHERLAND
ASSISTANT COUNTY ATTORNEY

R. DEE HOBBS
ASSISTANT COUNTY ATTORNEY

HAMILTON COUNTY GOVERNMENT
OFFICE OF THE COUNTY ATTORNEY

JIM M. COPPINGER
COUNTY MAYOR

BOARD OF COMMISSIONERS
CHESTER BANKSTON
GREG BECK
TIM BOYD
RANDY FAIRBANKS
JIM FIELDS
JOE GRAHAM
WARREN MACKEY
GREG MARTIN
SABRENA TURNER-SMEDLEY

December 21, 2016

Ms. Shannon Harmon
City of Chattanooga
Office of the City Attorney
100 East 11th Street, Suite 200
Chattanooga, TN 37402

RE: Chattanooga Public Library Memorandum of Understanding

Dear Shannon:

Enclosed, please find an original of the above-referenced document that was approved by the County Commission on today and signed by Mayor Jim Coppinger.

Once all signatures have been obtained, please provide me with a copy of same for the County's files.

Thank you for your assistance in this matter.

Very truly yours,

Rheubin M. Taylor

Enclosure: Executed Memorandum of Understanding

Room 204, COUNTY COURTHOUSE
CHATTANOOGA, TENNESSEE 37402-1956

(423) 209-6150
FAX (423) 209-6151

Chattanooga Public Library-Hamilton County
Memorandum of Understanding for Certain Repairs and Improvements to the Chattanooga Public Library

THIS MEMORANDUM OF UNDERSTANDING is executed by and between the City of Chattanooga Public Library, (hereinafter "Library"), and Hamilton County, Tennessee (hereinafter "County") (collectively "Parties") to address certain repair and improvement work (hereinafter "Work") more particularly defined herein at the Chattanooga Public Library, 1001 Broad Street, Chattanooga, Tennessee (hereinafter "Premises") as of the Effective Date.

The Parties agree as follows:

1. Purpose. This MOU sets forth the understanding of the Parties as it pertains to Work at the Premises, a property jointly owned by the City of Chattanooga and County.
2. Effective Date. This MOU shall be effective as of the date on which it is signed by the County Mayor and the Executive Director of the Library.
3. Term. This MOU shall be legally binding on all Parties for a period of two (2) years from the Effective Date.
4. Scope. The Parties acknowledge this MOU covers the responsibilities associated with the following existing contracts:
   a. Removal of asbestos containing ceiling texture/tiles by DHW Management.
   b. Replacement of fluorescent lights original to the building and replacing said lights with energy efficient LED lights by DHW Management.

   The Parties acknowledge this MOU applies to any future agreements entered into by the Parties relative to the Library with contractors related to asbestos removal, lighting replacement, telecommunications re-wiring, carpentry, and flooring.

   The Parties further agree that this MOU shall apply to any agreements necessary to ensure the continued operation, use and enjoyment of the Premises and to comply with all building codes as well as federal, state, and local law.

5. Oversight. The Library has the authority to approve and oversee all Work performed by all contractors on the Premises. All Work shall be performed in accordance with federal state and local law, applicable building codes, and specifications developed for a particular project.
6. Costs. The Library agrees to bear all costs of Work as authorized by the Library Board, with all work subject to approval by the Library before payment is rendered consistent with the City of Chattanooga Purchase Order Standard Terms and Conditions.
7. Contract Approval. The Library shall enter into agreements with qualified contractors for any ongoing or future Work without the prior approval of the County.
8. Third Party Claims. Subject to the provisions of T.C.A. sections 29-20-101 *et seq.*, the City and County shall defend, and if found liable, be responsible for paying damages arising from third party claims, suits, liabilities, and judgments for personal injuries or damage to property, caused by any activities conducted at the Library and/or on the

Premises as related to the work to be performed pursuant to this MOU , excepting such injury, damage or loss caused in whole or part by the negligence or fault of a party other than the Library. Any agreements entered into between the Library and contractor shall require contractor to indemnify and hold harmless the City and County.

9. Insurance. City and County acknowledge that both are self-insured entities and shall, when requested, provide proof of the same.
10. Licensures. All contractors shall hold the necessary licensures and certifications as required in their particular industry and shall operate under a standard of care and workmanship as is customary in their industry.
11. Acceptance of Standard Terms and Conditions. The County understands that all contractors shall be bound by the City of Chattanooga Purchase Order Standard Terms and Conditions.
12. Legal Effect. This MOU is intended to be legally binding agreement between the Parties.
13. Termination. Either party may terminate this MOU with thirty (30) days written notice to the other party designated for communications and notice.
14. Communications. Any notice and communications related to work performed at the Library shall be sent to:

For the County: Todd E. Leamon, PE Administrator of Public Works and County Engineer, 3048 Development Resource Center, 1250 Market Street, Chattanooga, TN 37402.

With a copy to: Attorney Rheubin Taylor, County Attorney, Hamilton County, 204 Courthouse, 625 Georgia Avenue, Chattanooga, TN 37402.

For the City: Chattanooga Public Library, Attn: Executive Director, 1001 Broad Street, Chattanooga, Tennessee 37402. With a copy to: City of Chattanooga, Office of the City Attorney, 100 East 11th Street, Suite 200, Chattanooga, TN 37402 (423) 643-8250

{Signatures on following Page}

The Parties, by signing this MOU, do hereby represent they are legally authorized to sign on behalf of the Library and County and do acknowledge and agree to the above stated terms.

CHATTANOOGA PUBLIC LIBRARY

Signature	Corinne Hill
Name	Corinne Hill
Title	Executive Director
Date	18 Jan 2017

HAMILTON COUNTY, TENNESSEE

Signature	Jim M. Coppinger
Name	Jim M. Coppinger
Title	Hamilton County Mayor
Date	December 21, 2016

Travel Report

January-February 2017 Travel

Corinne Hill, Executive Director
January 20-22, 2017 American Library Association Mid-Winter, Atlanta, GA. Corinne will be doing a presentation with Trey Gordner, CEO of Koios on the topic of "Taking the Library Viral". Paid for by the Chattanooga Public Library

Megan Emery, Library Assistant II, Teen/Tween Services
January 20-22, 2017 American Library Association Mid-Winter, Atlanta, GA. Megan is assisting at the booth for the Syracuse University School of Information Sciences, where she is currently enrolled. Paid for by Megan Emery

Jaclyn Anderson, Head Librarian
January 30, 2017 Tenn-Share Board Meeting, Nashville, TN. Jaclyn is a member of the Tenn-Share Board and will be attending the meeting. Paid for by the Chattanooga Public Library