

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 20, 2015
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 20, 2015 at 12:00 p.m. with Board Vice-Chair, Karen McMahon, presiding.

Ms. Lilian Bruce called the roll. The following members were present:

Lilian Bruce
Tom Griscom
Micah Guster
Mai Bell Hurley
Theresa Liedtka
Karen McMahon

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

Guests: Kate Sheets, Service Employees International Union

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

APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2014 BOARD MEETING:

Ms. Theresa Liedtka made a motion that the minutes of the November 18, 2014 meeting be approved. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Analyst, reported that library receipts are at 48% six (6) months of the budget year remaining.

Receipts are as follows: State of Tennessee Reimbursement Funds in the amount of \$12,321.38.

Periodicals refund in the amount of \$948.16.

Contract Service Expenditures: \$1,189.32 to SEI for security guard service; \$6,384.36 to Envisionware for an annual service contract; \$52,375.00 to Gale for Career Online High School; \$1,699.80 to Stanley Convergent for alarm monitoring and maintenance; \$430.95 to Cintas for maintenance uniform service.

Expenditures are at 46% for the fiscal year.

Ms. Mai Bell Hurley made a motion to approve the Treasurer's Report as presented to the Board. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that the Friends of the Library Council has three (3) new members. They are Mr. Nathan Evans, Ms. Dawn Skowronnek, and Mr. Wayne Gay.

Mr. William Sundquist presented to the Board a Memorandum of Understanding (MOU) between Chattanooga Public Library and Friends of the Library. The document has been drafted and revised by Ms. Corinne Hill, Executive Director, Ms. Valerie Malueg, City Attorney and an attorney representing Friends of the Chattanooga Public Library.

Ms. Karen McMahon made a motion to approve the Memorandum of Understanding between the Chattanooga Public Library and the Friends of the Chattanooga Public Library as revised, changing 'serve as an advisory auxiliary' to 'serve as an auxiliary'. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

The Friends of the Library will have a book sale at the Main Library in April or May of 2015.

COMMITTEE REPORTS:

Ms. Corinne Hill presented to the Board a PowerPoint presentation of the new Board Manual. The Board requested that the library history and annual budget be added to the manual.

Mr. Tom Griscom made a motion to approve the new Board Manual with the additions of the annual budget and library history. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of a Preamble to Chapter 2 of the Chattanooga City Code.

Mr. Tom Griscom made a motion to approve the preamble to chapter 2 of the Chattanooga City Code. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to pay \$2,000.00 to Mace & Carmichael for public relations services for July –August 2014.

Ms. Mai Bell Hurley made a motion to approve the payment of \$2,000.00 to Mace & Carmichael for public relations services for July – August 2014. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to pay \$12,959.75 to Polaris Library Systems for LEAP, a program that will allow the public service staff to access the library collection and circulation module using portable devices.

Ms. Theresa Liedtka made a motion to approve the payment of \$12,959.75 to Polaris Library Systems for LEAP. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of amendments to the Holds section of the Chattanooga Public Library's Circulation Services Policy. The amendment would allow a library customer to designate another cardholder to pick up a held item as long as the customers' accounts are associated through the library's automated system.

Ms. Theresa Liedtka made a motion to approve amendments to the Holds section of the Chattanooga Public Library's Circulation Services Policy. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to award a contract to Unique Management Services, Inc., the gold star of collection companies for libraries. Unique Management Services, Inc. will collect money owed and materials lost electronically.

Mr. Tom Griscom made a motion to approve awarding the contract to Unique Management for collection services. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the Chattanooga Public Library's Patron Code of Conduct. Ms. Hill asked the Board if an odor clause should be included in the Code of Conduct. Discussion followed.

Mr. Tom Griscom made a motion to approve the Chattanooga Public Library's Patron Code of Conduct with the odor clause. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

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 presented to the Board a report on library staff travel from January 2015 to February 2015. A copy of the travel report is attached and made a part of these Minutes.

Ms. Corinne Hill discussed with the Board the library's Budgeting for Outcomes (BFO) and Capital offers.

During the November meeting, the Board approved charging 6 cents per gram for materials used with 3D printing. Ms. Karen McMahon requested an update on customer responses to the new fees. Ms. Corinne Hill stated that there have been no negative comments.

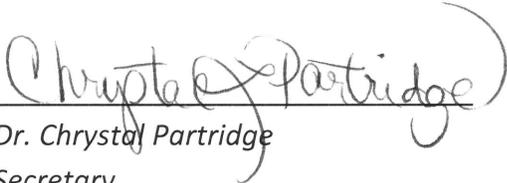
Ms. Corinne Hill reported that the circulation total for December 2014 was 68,894. Of that total 10% or 6,653 items were checked out by students who were issued library cards through the Hamilton County Public School System.

Ms. Corinne Hill announced that Records Retention has been moved to February 1, 2015. Ms. Janina Mullins, from the City Attorney's office is scheduled to discuss records retention with Ms. Natalie Phillips, Fiscal Analyst and Ms. Monica Watson, Fiscal Technician.

Ms. Corinne Hill presented to the Board a statistics report for the second quarter of the fiscal year. Ms. Hill called the Board's attention to circulation totals for the South Chattanooga Branch. Juvenile circulation totals are up 53%, Teen circulation totals are up 57%, AV circulation totals are up 30% and overall circulation totals have increased by 34%. The Chattanooga Public

Library's overall usage is up 8% and digital circulation is up 57%. Print materials owned have decreased, but the library's Digital Branch has seen a 55% increase in items added.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:05 p.m.



Dr. Chrystal Partridge
Secretary