

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 12, 2016
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 12, 2016 at 12:00 p.m. with Board Chair, Karen McMahon, presiding.

Ms. Kim Gavin called the roll. The following members were present:

Erik Broeren
Herb Cohn
Kim Gavin
Saunya Goss
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahon
Susan Robinson

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

Guests: Erik Schmidt, Director of Sustainability, City of Chattanooga

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

Ms. Karen McMahon acknowledged new Board members and asked that everyone in the room introduce themselves.

APPROVAL OF THE MINUTES OF THE NOVEMBER 17, 2015 BOARD MEETING:

Mr. Tom Griscom made a motion that the minutes of the November 17, 2015 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Fiscal Year 2016 with six (6) months of the budget year remaining:

Mr. Herb Cohn reported the library's income at 49% to be received within the remaining fiscal year. The library's expenses are at 56% to be expended within the remaining fiscal year.

Receipts are as follows: E-Rate EPB reimbursement in the amount of \$42,839.00; Causeway Grant in the amount of \$3,000.00.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library began his report by thanking Mr. Tom Griscom for speaking at the Friends of the Chattanooga Public Library Annual Meeting on November 20, 2015.

The second phase of the furniture purchase for the South Chattanooga Branch has been delivered and installed.

The Friends of Tennessee Libraries Legislation Day on the Hill will take place on February 2, 2016 in Nashville, TN.

The Friends of Tennessee Libraries State meeting will be in Clarksville, TN on April 23, 2016. Riley Darnell, former Tennessee Secretary of State, will be honored at the meeting, by current Tennessee Secretary of State, Tre Hargett.

The Friends of the Chattanooga Public Library held its planning meeting in December 2015. Mr. Sundquist presented a three (3) pillar program to support the library. The pillars are Outreach, Infrastructure and Financial.

The Friends of the Chattanooga Public Library Annual meeting will take place on November 18, 2016.

The Friends of the Chattanooga Public Library will have a book sale at the Eastgate Town Center March 12 – 21, 2016. There will be a mystery and fiction book sale in the Downtown Library Auditorium February 2 – 4, 2016 during regular operating hours.

The Friends of the Chattanooga Public Library is still moving toward using space at the Chattanooga Airport for an honor system book sale. There will be an honor system book sale at the Northgate Branch Library in the near future.

Mr. William Sundquist announced to the Board that requests for expenditures from the endowment fund housed at the Community Foundation of Greater Chattanooga require signatures from two (2) members of the Friends of the Library Council and two (2) members of the Chattanooga Public Library Board of Directors. Mr. Sundquist asked for two (2) Board member names to update the endowment information.

The Board decided the two (2) names should be that of Ms. Karen McMahon, Board Chair and Ms. Sherri Anderson, Board Treasurer after Ms. Anderson has been contacted.

Mr. William Sundquist and Ms. Corinne Hill presented to the Board a proposal from Mr. Jeff Schwartz for the Library's planning process. The Friends of the Library will be asked to fund the planning process from the endowment fund up to the amount of \$57,000.00.

COMMITTEE REPORTS:

There were no committee reports.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval to pay \$6,926.40 for EnvisionWare Annual Subscription Service for E-Commerce and Credit Card System.

Ms. Theresa Liedtka made a motion to pay \$6,926.40 on EnvisionWare Annual Subscription Service for E-Commerce and Credit Card System. Mr. Micah Guster seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to amend the Library's Circulation Policy to adjust notification timelines for materials and fines in preparation to launch a materials recovery program with Unique Management.

Mr. Tom Griscom made a motion to amend the Library's Circulation Policy to adjust notification timelines for materials and fines in preparation to launch a materials recovery program with Unique Management. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to amend the Library's Lost and Found Policy to say that if an item is lost and found it will become library property within ten (10) days and will be disposed of according to the City of Chattanooga's Surplus Policy.

Ms. Theresa Liedtka made a motion to amend the Library's Lost and Found Policy to say that if an item is lost and found it will become library property within ten (10) days and will be disposed of according to the City of Chattanooga's Surplus Policy. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to amend the Library's Patron Code of Conduct removing the language regarding items left on library property and refer patrons to the Lost and Found Policy.

Mr. Tom Griscom made a motion to amend the Library's Patron Code of Conduct removing the language regarding items left on library property and refer patrons to the Lost and Found Policy. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Mr. Richard Beeland requested the Board's approval for the Library to apply for a TDEC Clean Tennessee Energy Grant along with the City of Chattanooga in the amount of \$250,000.00 that would be used to replace the lighting in the Downtown Library.

Mr. Herb Cohn made a motion to approve the Library applying for a TDEC Clean Tennessee Energy Grant along with the City of Chattanooga in the amount of \$250,000.00 that would be used to replace the lighting in the Downtown Library. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Corinne Hill announced to the Board that the Library has been approached by the Chattanooga History Center regarding whether or not the Library would be interested or able to take on their exhibit. Ms. Hill is in preliminary discussions with the curator and board chair. Information is being gathered on what the undertaking of the exhibit would require. Ms. Hill will keep the Board informed as this progresses.

Ms. Corinne Hill announced to the Board that Budgeting for Outcomes (BFO) is due on January 22, 2016. The BFO will be for Operating and Capital.

Ms. Corinne Hill announced to the Board that the Lyndhurst Foundation gave the Library \$90,000.00 to put a music studio on the second floor. There are also small typing rooms on the second floor that will be repurposed and used as podcast studios.

Ms. Corinne Hill presented to the Board a statistics report for the second quarter of the fiscal year.

Ms. Corinne Hill presented to the Board a report on the amount of funds expended from blanket contracts for the second quarter of the fiscal year.

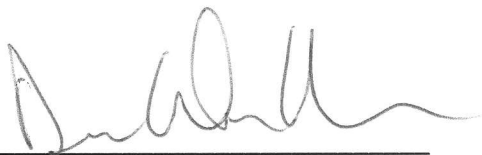
Ms. Corinne Hill reported that 28,036 Hamilton County School (HCDE) students have been issued library cards and represent 10% of the Library's total circulation. 7,569 students have activity on their cards (27% activity).

Ms. Corinne Hill announced that the Library will be closed on Monday, January 18, 2016 in observance of the Martin Luther King, Jr. holiday.

Ms. Corinne Hill announced to the Board that sets of five (5) notecards will be created using the artwork of Rice Careathers, a local African-American artist whose works are in the Local History and Genealogy archives. The notecards will be offered for sale during African-American History month at the library and other area businesses.

Ms. Corinne Hill presented to the Board a report on library staff travel for January – February 2016. A copy of the travel report is attached and made a part of these Minutes.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:10 p.m.

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

Mr. Daniel Walker, Board Secretary

Travel Report

January-February 2016 Travel

Corinne Hill, Executive Director

January 18-19, 2016 Library Card Challenge ConnectED Washington, D.C. (Paid for by the Chattanooga Public Library)

Alei Burns, South Chattanooga Branch, Manager

January 7-11, 2016 American Library Association Mid-Winter, Boston, MA. Alei is on the Sibert Book Award Selection Committee
(Paid for by the Friends of the Library)