

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 15, 2013
2:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 15, 2013 at 2:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Tom Griscom
- James Kennedy
- Karen McMahan
- Chrystal Partridge

Also present: Corinne Hill, Director; Eva Johnston, Assistant Director; Nate Hill, Assistant Director; Jim Cooper, Personnel Officer; Andria Davis, Community Relations Coordinator; Karen Brown, Executive Assistant; Nel Reid, Administrative Assistant.

Mr. James Kennedy, Board Chair, called the meeting to order.

Mr. Herb Cohn made a motion that the minutes of the November 13, 2012 meeting be approved. Ms. Karen McMahan seconded the motion. It was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn, Treasurer, reported that the library's income and expense receipts are on track at 50% with six (6) months of the budget year gone.

Contract service expenditures are as follows: \$3,224.78 for security services; \$2,447.00 to Sandler Training for staff training; \$1,538.37 to Stanley Convergent for alarm monitoring.

Water: \$3,999.00 Water Quality Management Fee charge for all locations, this is charged once a year.

On Demand rental receipts for December totaled \$899.00. Purchases in December were \$2,037.63. The program has a balance of \$2,063.14.

Mr. Cohn, on behalf of the Endowment Committee, requested the Board's approval to move assets from First Tennessee Bank to Raymond James/Morgan Keegan. Mr. Cohn presented custodial fee summaries for First Tennessee and Raymond James/Morgan Keegan. The custodial fee for First Tennessee is \$17,845.47. If the assets were transferred to Raymond James/Morgan Keegan the custodial fee would be \$5,396.48. The Stong trust is with Suntrust Bank and cannot be changed.

The benefits of moving assets to Raymond James/Morgan Keegan are as follows: annual savings of over \$10,300.00; simplicity on monitoring accounts for client and consultant; quicker, easier, and more secure access to accounts; more flexibility regarding investment options; potentially able to reduce fund expenses.

Mr. Herb Cohn made a motion to move assets from First Tennessee Bank to Raymond James/Morgan Keegan. Mr. James Kennedy seconded the motion. It was approved and carried.

FRIENDS OF THE LIBRARY REPORT:

Mr. Herb Cohn announced the next Friends of the Library book sale and invited members of the Board to participate. The book sale will take place March 2-11, 2013.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval to pay News Bank \$6,500.00 to purchase *Chattanooga Times Free Press* microfilm for the Local History and Genealogy Department. News Bank is an annual contract which comes from library materials funding and has already been budgeted.

Ms. Hill asked the Board's approval of \$15,500.00 to purchase Safari. Safari provides electronic access to technology-related books and updates automatically as new information becomes available. Like News Bank, Safari is an annual contract which falls under the electronics component of the library materials budget.

Ms. Hill asked the Board's approval to purchase a collection of educational products from Gale Cengage Learning. The products and prices are as follows: \$22,415.00 for Business Gateway;

\$10,200.00 for Jobs & Careers Gateway; \$10,200.00 for Ed2Go. The annual subscription costs would come from the library's materials budget and provide hundreds of live online training opportunities which include GED preparation and testing.

Ms. Hill presented the Board with a cost breakdown for 3M solar control window tint and Draper Solar shades to be installed in the Downtown Library boardroom. This breakdown was requested in the November Board Meeting. The 3M window tint provides constant heat control and 25% light control. The cost is \$1,975.00. Draper Solar shades provide 95% light control which would allow the opportunity to use the boardroom for presentations and Skype conferences. The cost is \$2,841.00. The total cost for window tint and shades is \$4,816.00. The funds are available in the library's budget and awaiting the Board's approval.

Mr. James Kennedy made a motion to approve all four contracts. Mr. Herb Cohn seconded the motion. It was approved and carried.

Ms. Hill presented the revised Circulation Policy for the Board's approval. Areas of the policy significantly revised are as follows: access to library materials by minors; registration and issuance of library cards; youth courtesy cards; check-out period and number of items allowed based on material type; extended use fees; renewal policy; holds; courtesy and overdue notices.

Mr. Herb Cohn made a motion to approve the revised Circulation Policy. Ms. Karen McMahon seconded the motion. It was approved and carried.

Mr. Nate Hill presented the format for how the Library's Strategic Planning process will be presented to the board in each monthly meeting. The format includes spreadsheets and documents using Google Docs which is a free service. Ms. Corinne Hill explained that the format includes the four initiatives which are transformation, customer access, technology and digital initiatives and responsive collections. Staff members have been assigned projects to move each initiative forward. They will self-report within the Google documents. The Board will be presented a snapshot of where the library stands in each initiative during monthly meetings.

Ms. Hill introduced Mr. David Hudson, owner of ArTech, the architectural and interior design firm selected to design the new Eastgate Library and Interpretive Center. Mr. Hudson asked the board how they would like to structure the architectural contract. He presented an outlined schedule of the process and explained the need to bring in consultants. He recommended three people who are professionals in their respective fields. Ms. Gail Lord, one of the world's

foremost museum planners, was recommended as a consultant for the Interpretive Center. The architectural design cannot begin until programming for the Interpretive Center is done. Dr. Daryl Black, Executive Director of the Chattanooga History Center, was recommended to help ensure that the history of the Brainerd Mission is accurate. Ralph Appelbaum, an exhibit designer from New York City, was recommended to act as design consultant. It was determined that Mr. Hudson would return to the Board with an initial contract as lead design consultant. Once the overall project design is established, he will return with an architectural contract.

There being no further business to discuss, Mr. Herb Cohn adjourned the meeting at approximately 3:25 p.m.

A handwritten signature in cursive script, reading "Chrystal Partridge". The signature is written in black ink and is positioned above a horizontal line.

Dr. Chrystal Partridge
Secretary