

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JULY 18, 2018
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on July 18, 2018, at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

Ms. Theresa Liedtka called the roll. The following members were present:

Kim Gavin
Theresa Liedtka
Karen McMahan
Susan Robinson
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; 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 JUNE 20, 2018 ANNUAL AND REGULAR BOARD OF DIRECTORS' MEETING

Ms. Kim Gavin made a motion that the minutes of the June 20, 2018 Annual and 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: 1% revenue over the operating budget has been received within the fiscal year 2017-2018.

Expenditures: 4% remaining of the operating budget to be expended within the fiscal year.

Notes:

Overall year to date the Library operating budget is 95% expended, pending July 31, 2018 final close date.

FRIENDS OF THE LIBRARY REPORT:

Ms. Sharon Brooks, Chair, 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 informed the Board that she was seeking a motion to accept the \$6,545,000 from the City of Chattanooga for Library Operations for the FY 2018-2019 budget. This includes \$339,657 for the Avondale Library branch and \$90,700 for increased salaries and benefits.

Ms. Kim Gavin made a motion to accept the \$6,545,000 from the City of Chattanooga for Library Operations for the FY 2018-2019 budget. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board that she was seeking a motion to accept the amount awarded to the Library in the FY 2018-2019 Capital BFO which consists of \$200,000 for electrical system improvement completion and \$450,000 for library roof replacement.

Ms. Karen McMahon made a motion to accept the FY 2018-2019 Capital BFO Award for \$200,000 for electrical system improvement completion and \$450,000 for library roof replacement. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Hill asked the Board's approval for blanket and purchase contracts for the FY 2018-2019 budget.

Ms. Kim Gavin made a motion to approve funding of appropriations of the following blanket and purchase contract extensions and renewals for the FY 2018-2019 budget, as listed, and represent the maximum total allowed expenditure amounts for each vendor for the fiscal year. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Purchase for the Supply and Delivery of Library Print Materials for the Chattanooga Public Library – Blanket Contracts

Baker & Taylor \$350,000
Ingram Library Services \$50,000

Purchase for the Supply and Delivery of Audiovisual Materials for the Chattanooga Public Library – Blanket Contracts

Midwest Tape \$350,000
Blackstone Audio Books Inc. \$200,000
Recorded Books \$50,000
Ingram Library Services \$50,000
Baker & Taylor \$50,000

Purchase for the Supply and Delivery of Library Databases and E- Content Materials for the Chattanooga Public Library – Open Market Contract

Midwest Tape - Hoopla \$200,000
Overdrive \$100,000

Purchase for Library Cataloging Service for the Materials of the Chattanooga Public Library – Open Market Contract

OCLC \$25,000

Ms. Corinne Hill asked the Board to approve funding of appropriations of the following change order with DHW/Campbell Associates Engineers not to exceed \$6,670 to include electrical wiring testing and \$26,800 roof repair project inclusion bringing the contract total to \$188,470 to be paid from capital funds.

Ms. Susan Robinson made a motion to approve funding of appropriations of the following change order with DHW/Campbell Associates Engineers not to exceed \$6,670 to include electrical wiring testing and \$26,800 roof repair project inclusion bringing the contract total to \$188,470 to be paid from capital funds. Ms. Karen McMahan seconded the motion. The motion was approved and carried.

Purchase for Library Capital HVAC, Electrical and Roofing Project of the Chattanooga Public Library – Open Market Contract

DH&W/ Campbell Associates Engineers \$188,470

Original Contract Approved - \$155,000

Change order – Electrical Wiring Testing - \$6,670 and Roof Repair Project Inclusion \$26,800

Ms. Corinne Hill asked the Board to approve library employee salary increases as proposed by the City for all city employees.

Mr. Dan Walker made a motion to approve library employee salary increases as proposed by the city for all city employees: 2. 5 percent pay increase to the base salary for staff that earn \$50,000 a year and more, and \$1,250 pay increase for staff earning below \$50,000. Part-time employees would receive a sixty-cent per hour increase. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Hill asked the Board's approval for her travel to IFLA World Library and Information Conference, August 16-17 and 24-31, 2018 in Kuala Lumpur, Malaysia. Paid for by Friends of the Chattanooga Public Library.

Ms. Kim Gavin made a motion to approve Corinne Hill, Library Director's travel to IFLA World Library and Information Conference, August 16-17 and 24-31, 2018 in Kuala Lumpur, Malaysia. Paid for by Friends of the Chattanooga Public Library. Mr. Dan Walker seconded the motion. The motion was approved and carried.

The Ad-Hoc committee met recently to discuss combining the Friends of the Library with a Foundation. Ms. Karen McMahon explained that this topic has been discussed several times while she has been on the library board. She is glad that it has resurfaced and feels this is a positive move in the right direction. The committee has discussed several individuals to contact that may help with community support and moving this process forward.

Ms. Hill informed the Board that the next Mayor's Book Club will be held on August 22, 2018 in the auditorium of the downtown library. The book for this discussion will be "Lanterns, A Memoir of Mentors" by Marian Wright Edelman. The Mayor's Book Club held at the library in June, and featured Austin Kleon's "Steal Like An Artist", had 100 people in attendance.

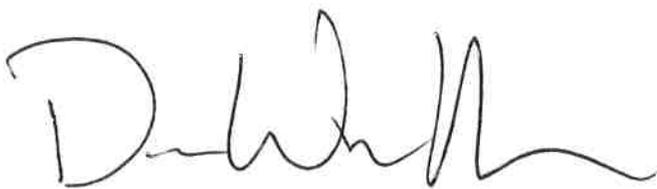
The travel report is attached and made a part of these minutes.

Ms. Hill reported on the end of the fiscal year 2017-2018 statistics. Circulation was up 4% which is respectable in the current library world climate. The website is down 3% but we do not have funding to do website redesign in this budget year. William Sundquist commented that we are getting less visitors in person but more interaction on the website. Digital material use is up 35%.

Ms. Hill reminded the Board that the August 15, 2018 meeting is cancelled. The next scheduled board meeting is September 12, 2018.

Ms. Hill reminded the Board we will be closed in observance of the Labor Day Holiday on Monday, September 3, 2018.

Ms. Theresa Liedtka adjourned the meeting at 12:50 p.m.

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

Mr. Dan Walker, Board Secretary



Friends of the Library Report

July 18, 2018

Dear Library Board,

Our next Mega Sale will be from September 1st – 18th at East Gate Town Center. We need volunteers to work the 3 hour shifts between 9am and 6pm. We also need book donations. Small donations can be made at any branch, but ask donors to schedule large donations with our office.

Best,

Sharon

Travel Report

July-September Travel

Corinne Hill, Executive Director

August 16-17 and 24-31, 2018 Attending the IFLA (World Library and Information Congress) in Kuala Lumpur, Malaysia. Paid for by the Friends of the Library

Natalie Phillips, Fiscal Analyst

July 24-25, 2018 and August 21-22, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Friends of the Library