

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JULY 16, 2013
2:00 P.M.

The Board of Directors of the Chattanooga Public Library met on July 16, 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 McMahon
- Tiffanie Robinson

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Eva Johnston, Assistant Director; Eileen Johnson, Fiscal Analyst; David Hudson, owner of Artech Design Group; Karen Brown, Executive Assistant and Nel Reid, Administrative Assistant.

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

Mr. Tom Griscom made a motion that the minutes of the May 7, 2013 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn, Treasurer, reported that at the end of the Fiscal Year, June 2013, the library's total receipts are on target at 101%.

Through a State of Tennessee General Library Services grant, the library was reimbursed \$11,359.76 for database and book expenses.

Contract service expenditures are as follows: \$42,197.44 to Beacon Technologies for Library access control equipment and installation; \$3,995.00 to Sandler Training for staff

communication training; \$2,306.40 to Tri-State Security Guard service for the months of May and June.

Equipment expenditures: \$4,179.00 for a Dell Marketing-Power Edge File Server; \$6,699.00 for a Full Spectrum Laser Cutter; \$4,102.00 for Insight Public Sector, LLC-Computers and Apple TV receivers; \$2,690.00 for a SEPS Graphics-Vinyl Cutter.

Expenditures are at 97% for the fiscal year of 2012-2013.

FRIENDS OF THE LIBRARY REPORT:

The Friends of the Library book sale is going well at Eastgate Town Center. There is a need for more publicity in the future.

On July 15, 2013, Friends of the Library hosted a successful evening with New York Times bestselling author Mary Alice Monroe. There were sixty (60) attendants.

Marj Flemming has been chosen as consultant for the Friends of the Library Strategic Plan. The process will begin after the book sale.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of the following blanket contracts:

- Baker & Taylor \$275,000.00
- Ingram Library Services \$50,000.00
- Gale Group \$115,000.00
- Midwest Tape \$175,000.00
- Recorded Books \$55,000.00
- OCLC \$35,000.00
- OverDrive \$75,000.00
- 3M \$50,000.00
- Perma Bound \$20,000.00

The library makes purchases with these vendors throughout the year. The totals are the maximum allowed expenditures for each vendor.

Ms. Corinne Hill requested the Board's approval of \$25,000.00 to Midwest Tape for Hoopla, a digital media platform used to stream film and music, pending contract approval from the City Attorney's office.

Ms. Corinne Hill requested the Board's approval to pay Sandler Training \$3,995.00 for training in the month of June.

Ms. Corinne Hill requested the Board's approval to pay \$9,841.00 for a subscription to Mango Languages pending contract approval from the City Attorney's office.

Ms. Karen McMahon made a motion to approve all contracts including those pending approval from the City Attorney's Office. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to open library branches on Fridays if there is no budget reduction. New hours would begin the first Friday in September 2013.

Ms. Karen McMahon made a motion to approve Friday hours at the library branches if the budget remains the same. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested a change in the day and/or time of board meetings to accommodate a new schedule conflict for one of its members. While this did not require a motion, the Board agreed to change the time of its meetings from 2:30 pm to 12:00 pm beginning with the September 2013 meeting.

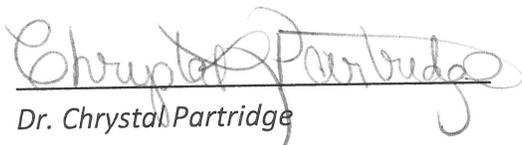
Ms. Corinne Hill presented the Board with end-of-year statistics. The circulation total is up 2 percent. Circulation for the Downtown library is up 6 percent. Circulation for the Northgate branch is down 1 percent. Circulation for the Eastgate branch is down 1.5 percent. Online downloads are up 32 percent. Online renewals are up 24 percent. Total number of adult programs is up 36 percent. Total number of programs for children and teens is up 3 percent. Interlibrary Loan is down 90 percent indicating that more customers are able to receive the materials they want from this library system.

Statistics for the South Chattanooga branch are up 5 percent for the fiscal year. Of the 48,000 materials used at that branch, 75 percent are youth materials. The South Chattanooga space is approximately 2,000 square feet. Most of its circulated materials are children's, DVDs and

holds. The largest portion of the space is utilized for adults while the smallest portion is for children. Ms. Hill would like to reverse the two spaces to fit the needs of South Chattanooga's community.

The Board has decided not to pursue an interpretive center in conjunction with a new Eastgate Branch Library.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 3:20 p.m.


Dr. Chrystal Partridge
Secretary