

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JULY 15, 2014
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on July 15, 2014 at 12:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Mai Bell Hurley
- James Kennedy
- Theresa Liedtka
- Karen McMahon
- Chrystal Partridge

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Meg Backus, Systems Administrator; Kyle Gordy, Web Developer; Mary Barnett, Narrative Specialist / Social Media; Tim Omarzu, Chattanooga Times Free Press; Karen Brown, Administrative Manager and Nel Reid, Administrative Assistant.

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

APPROVAL OF THE MINUTES OF THE JUNE 17, 2014 BOARD MEETING:

Mrs. Theresa Liedtka made a motion that the minutes of the June 17, 2014 meeting be approved. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn, Treasurer, reported that the library's income and expense receipts are on target at 98% with no months remaining in the budget year 2013-2014.

Contract service expenditures are as follows: \$2,520.30 for security service; \$6,000.00 to Mace & Carmichael Public Relations Firm; \$1,630.00 for alarm monitoring and maintenance; \$335.00 to Aramark for Maintenance Department uniforms; \$640.00 to SimplexGrinnell for sprinkler system inspection; \$95.00 to Kirkland's Pest Control.

Expenditures are at 96%, pending the close of the fiscal year 2013-2014.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that the book sale held from June 28, 2014 until July 6, 2014 raised \$13,000.00.

The Friends of the Library is having weekly sidewalk sales on Tuesdays from 11:00 am until 1:00 pm on the Downtown Library's 10th Street Plaza.

The Friends of the Library's yearly planning meeting will take place on Saturday, August 16, 2014 in the Downtown Library Auditorium.

The Friends of the Library gave financial support to Chattanooga Public Library representatives who attended the American Library Association Conference.

The Friends of the Library is in its fundraising phase for ClubLib.

The Friends of the Library will hold its annual meeting on Friday, November 21, 2014.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of the 2014-2015 library total budget of \$6,436,825.00.

Ms. Theresa Liedtka made a motion to approve the 2014-2015 library total budget of \$6,436,825.00. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

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

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|---------------------------|-------------|
| • Recorded Books | \$25,000.00 |
| • Ingram Library Services | \$25,000.00 |
| • Gale Cengage Learning | \$95,000.00 |

• OCLC	\$35,000.00
• 3M Company	\$50,000.00
• ProQuest	\$10,000.00
• Mango Languages	\$12,000.00
• News Bank	\$8,000.00
• Polaris	\$15,000.00
• Rosen Digital	\$10,000.00
• Brainfuse	\$16,000.00
• My Heritage Inc.	\$4,500.00
• InfoGroup	\$10,000.00
• Ebsco Subscription Services	\$24,000.00

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

Mr. Herb Cohn made a motion to approve all aforementioned contracts. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval of the following recurring expenditures:

• Osborne Building Corp.	\$92,202.60	Eastgate Lease for 1 year
• Atlanta Gas Company	\$11,300.00	Downtown, Eastgate, South
• Tennessee American Water	\$18,300.00	Downtown, Eastgate, South
• Hixson Utility District	\$1,300.00	Northgate
• EPB	\$178,000.00	Downtown
• EPB	\$3,900.00	Eastgate
• EPB	\$32,000.00	Northgate
• EPB	\$5,300.00	South
• Canon Equipment Rental	\$10,000.00	All Branches
• Security Service	\$20,000.00	Downtown, South
• Alarm Monitoring	\$6,500.00	Downtown, South
• EVAC Lawn Maintenance	\$3,690.00	

Ms. Theresa Liedtka made a motion to approve all recurring expenditures. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to pay \$2,200.00 to Mace & Carmichael for public relations services.

Ms. Corinne Hill requested the Board's approval to pay \$10,197.64 to Polaris Library Systems for software maintenance for the third quarter.

Ms. Theresa Liedtka made a motion to approve payments to Mace & Carmichael and Polaris Library Systems. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to make amendments to the City of Chattanooga's Travel Policy in order to best fit Chattanooga Public Library and its governing board. The amendments to the travel policy are as follows:

1. Replace "Department Administrator" with "Library Director"
2. Replace "Mayor or designee" with "Library Board Chair or designee"

Mr. Herb Cohn made a motion to approve the amendments to the City of Chattanooga's Travel Policy in order to best fit the Chattanooga Public Library and its governing board. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board approval of amendments made to the Chattanooga Public Library's Circulation Services Policy. Discussion followed.

Ms. Theresa Liedtka made a motion to approve amendments made to the Chattanooga Public Library's Circulation Services Policy. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill announced that the Chattanooga Public Library has entered into a partnership with the Hamilton County Department of Education. The partnership will provide library cards to students enrolled in Hamilton County public schools free of charge for one year. Cards to students will be issued through the child's school.

Ms. Corinne Hill presented the Board with end-of-year statistics. The circulation total is up 24 percent. Circulation for Juvenile materials is up 37 percent. Circulation for Teen materials is up 33 percent. Digital circulation is up 40 percent. Programming is up 61 percent in attendance from last year. Last year 51,525 people attended programs throughout the library. This year's attendance total is 82,849.

Ms. Corinne Hill informed the Board of a program the library is planning to take on. Career Online High School is offered through Gale Cengage Learning which has just partnered with the Clinton Global Initiative commitment to action for reengaging youth and young adults in education. The library will have twenty-five (25) scholarships for individuals in their mid-twenties who have dropped out of school and would like to receive their high school diploma.

Ms. Corinne Hill opened the floor to Mr. Kyle Gordy, Chattanooga Public Library Web Developer and Nate Hill, Assistant Director, for a presentation of a library card prototype. Discussion followed.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:25 p.m.



Dr. Chrystal Partridge
Secretary