

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-MARCH 24, 2015  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 24, 2015 at 12:00 p.m. with Board Vice-Chair, Karen McMahan, presiding.

Dr. Chrystal Partridge called the roll. The following members were present:

Sherry Anderson  
Lilian Bruce  
Herb Cohn  
Micah Guster  
Mai Bell Hurley  
Theresa Liedtka  
Karen McMahan  
Chrystal Partridge  
Tiffanie Robinson

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

Guests: Daniel Walker, Prospective Board Member

Ms. Karen McMahan, Board Vice-Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE FEBRUARY 17, 2015 BOARD MEETING:**

*Ms. Theresa Liedtka made a motion that the minutes of the February 17, 2015 meeting be approved. Mr. Herb Cohn 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 65% with four (4) months of the budget year remaining.

Receipts are as follows: State General Services Grant Reimbursement in the amount of \$34,800.80; E-Rate Telephone Reimbursement in the amount of \$6,667.20.

Contract Service Expenditures are as follows: SEI Security Guard Service in the amount of \$2,412.30; Insight Apple Deployment for South Chattanooga Branch Apple Beta Site in the amount of \$26,207.00; Urban Libraries Membership in the amount of \$6,000.00; Stuff it Upholstery, Acoustic Improvement Project on 4<sup>th</sup> Floor in the amount of \$4,810.00.

Expenditures are at 61% for the fiscal year.

**FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that Club Lib raised \$19,000.00 to support Children and Youth Services for the Library.

The Friends of the Chattanooga Public Library book sale will take place May 2, 2015 – May 10, 2015 at Hamilton Place Mall in the old Piccadilly location by the bus stop.

Mr. William Sundquist notified the Board that Friends of the Library does not throw away or shred books. Books that cannot be sold in the book sale are given to Better World Books or donated to other 501(c)(3) organizations in the Chattanooga area.

Friends of the Library will be selling books the morning of April 10, 2015 at the Crabtree Farms Spring sale. South Chattanooga Branch staff will be performing story time sessions during the sale as well.

Green Drinks and Library Day on the Hill were both canceled due to weather conditions.

Mr. William Sundquist attended a Friends of Tennessee Libraries (FOTL) meeting on Friday, March 20, 2015 in Nashville, TN at the new Bellevue Branch. FOTL will remain neutral in its position on net neutrality. FOTL will send a letter to the Tennessee Library Association asking that it supports the American Library Association's decision to support net neutrality.

Mr. William Sundquist will be in Washington, DC on May 5, 2015 for National Library Legislation Day.

The Friends of Tennessee Libraries State meeting will take place on April 25, 2015 in Memphis, TN.

Muse of Fire, a playwriting program for children, is now a part of Friends of the Chattanooga Public Library. Muse of Fire is currently working on a grant to cover operating costs for three (3) years.

Mrs. Jane Lupton has made a generous donation to Friends of the Library in the amount of \$50,000.00 to create a quiet reading and exhibit space on the 3<sup>rd</sup> Floor of the Downtown Library. Thanks to Ms. Mary Helms, Manager of Local History, for her role in the acquisition of this gift.

Mrs. Rose Kemmer Anderson, a supporter of the library who started the Kemmer Endowment Fund, passed away in January. The library has gratefully received \$15,000.00 from her estate to be added to the Kemmer Endowment Fund and used for Local History materials.

#### **COMMITTEE REPORTS:**

There were no committee reports.

#### **DIRECTOR'S REPORT:**

Ms. Corinne Hill introduced Mr. Daniel Walker to the Board. City Council will vote on Mr. Walker's appointment to the Chattanooga Public Library Board of Directors at their next meeting.

Ms. Corinne Hill requested the Board's approval to pay \$10,577.33 to Polaris Library Systems for software maintenance and support services.

*Ms. Theresa Liedtka made a motion to approve the payment of \$10,577.33 to Polaris Library Systems for software maintenance and support services. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$35,812.60 to Envisionware for installation and training of RFID software, self-service stations, and e-commerce services.

*Mr. Herb Cohn made a motion to approve the payment of \$35,812.60 to Envisionware for installation and training of RFID software, self-service stations, and e-commerce services. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval for the library to be closed on Sunday, April 5, 2015 in observance of the Spring Holiday.

*Ms. Theresa Liedtka made a motion that the library be closed on Sunday, April 5, 2015 in observance of the Spring Holiday. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.*

Mr. Richard Beeland, Chief Administrative Officer, reported that the audit identified the need for two (2) Board officer signatures whenever there is a disbursement of money for the Library. That law was set in place because in the past, libraries were set up to hold and distribute their own funds. The law pertains to the Chattanooga Public Library even though all controls are in place at the city level, and anytime the Library spends money it goes through the City of Chattanooga's approval process. Because we must abide by this law, Mr. Beeland has been meeting with the City Attorneys and the Finance Office to figure out a way to get the required signatures in a timely manner. There will be a process in place to test and discuss with the Board by the next Board meeting.

Mr. Richard Beeland brought to the Board's attention the need to remove any subjectivity in the Behavior Policy approved in the last Board meeting and to add clear guidelines for suspension. The Behavior Policy should be fair to customers and give staff the tools they need to manage behavior.

Mr. Richard Beeland announced that Time Clock software has been installed. There is a wall mounted time clock by the elevators in the basement of the Downtown Library and on all staff computers that need it. The staff is currently testing the software. Supervisor training will be in a couple of weeks and then Time Clock will go live.

Ms. Karen McMahon asked if there are any plans to have legislation changed so that two (2) Board officer signatures are no longer required. Mr. Beeland stated that next year will be the earliest opportunity to make the request.

Ms. Karen McMahon asked if it would help the staff to have a sign posted stating that the Library has a set of guidelines and to see a library staff member for more information. Ms.

Corinne Hill stated that once guidelines are in place and the staff has been trained the Library will move in that direction.

Ms. Corinne Hill reported that 23,727 Hamilton County School students have been issued library cards and represent 9% (6,361) of the Library's total circulation of 67,070.

In the February Board meeting Mr. Tom Griscom requested an update on how many of the library cards that have been issued to Hamilton County School students are being used. As of March 24, 2015, 5,608 of 23,727 HCDE students (24%) have used their cards.

Ms. Corinne Hill presented to the Board a report on library staff travel for March-April 2015. A copy of the travel report is attached and made a part of these Minutes.

Mr. James Kennedy has submitted his letter of resignation as Chair of the Chattanooga Public Library Board of Directors.

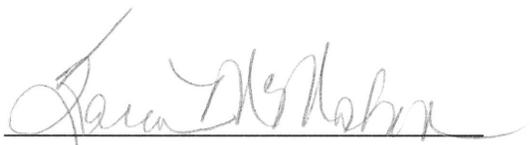
*Mr. Herb Cohn made a motion to accept Mr. James Kennedy's letter of resignation as Board Chair. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.*

*Ms. Mai Bell Hurley made a motion that Ms. Karen McMahon will take Mr. James Kennedy's place as Board Chair until the annual meeting in June 2015. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

There being no further business to discuss, Ms. Karen McMahon requested a motion to adjourn the March 24, 2015 Board meeting.

*Mr. Herb Cohn made a motion that the March 24, 2015 Board meeting be adjourned. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

The March 24, 2015 Board meeting was adjourned at 12:40 p.m.



Ms. Karen McMahon  
Board Chair