

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 15, 2016
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 15, 2016 at 12:00 p.m. with Board Chair, Karen McMahan, presiding.

Mr. Daniel Walker called the roll. The following members were present:

Sherri Anderson
Erik Broeren
Herb Cohn
Kim Gavin
Saunya Goss
Karen McMahan
Susan Robinson
Daniel Walker

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

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

APPROVAL OF THE MINUTES OF THE FEBRUARY 16, 2016 BOARD MEETING:

Mr. Herb Cohn made a motion that the minutes of the February 16, 2016 meeting be approved. Mr. Daniel Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Fiscal Year 2016 with four (4) months of the budget year remaining:

Ms. Sherri Anderson reported the library's income at 33% to be received within the remaining fiscal year. The library's expenses are at 41% to be expended within the remaining fiscal year.

Expenditures are as follows: annual Envisionware Payware subscription in the amount of \$6,926.40; quarterly Innovative Interfaces Polaris maintenance in the amount of \$12,550.30; annual Building & Content Insurance in the amount of \$29,503.07; annual membership renewal to Urban Libraries Council in the amount of \$6,000.00; credit for annual Water Quality Management fee for Eastgate property, no longer maintained by the Library, in the amount of - \$2,764.80.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library, reported that Friends of the Library is in the process of hiring a bookkeeper and River City Accounting is temporarily managing its financials.

The Friends of the Library's first book sale of 2016 will take place at the Eastgate Town Center March 12, 2016 - March 21, 2016. Any teacher or nonprofit in Hamilton County can come to the book sale on March 21, 2016 and take as many books as they can carry for free. The first day netted \$5,500.00. Honor book sales are open in the Northgate and Downtown branches.

Funds have been dispersed from the Library Endowment Fund to cover the Library's strategic plan.

Library Day on the Hill was canceled due to weather.

Ms. Julie Webb will be the 2016 Friends of Tennessee Libraries (FOTL) Friend of the year.

Former Secretary of State, Riley Darnell, will be recognized by current Secretary of State, Tre Hargett at the FOTL annual meeting on April 23, 2016 in Clarksville, Tennessee.

Tennessee State Librarian, Chuck Sherrill, has agreed to be the speaker at the annual meeting of Friends of the Chattanooga Public Library on November 18, 2016.

COMMITTEE REPORTS:

Ms. Karen McMahon and Ms. Corinne Hill presented an update on the Library's Strategic Plan.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval to spend \$51,822.34 for 3 RFID gates for branches, 12 RFID pads, all installed at the same time. Additional maintenance cost in the amount of \$6,609.60 due to installation of this new equipment. Total cost is \$58,431.94.

Ms. Kim Gavin made a motion to approve the spending of \$51,822.34 for 3 RFID gates for branches, 12 RFID pads, all installed at the same time. Additional maintenance cost in the amount of \$6,609.60 due to installation of this new equipment. Total cost is \$58,431.94. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to purchase a Milner ST Viewcam III-14 digital microfilm scanner main unit with premium software & Universal Fiche/Roll film carrier in the amount of \$10,380.00 paid for from the Noone Fund.

Ms. Sherri Anderson made a motion to approve the purchase of a Milner ST. Viewcam III-14 digital microfilm scanner main unit with premium software & Universal Fiche/Roll film carrier in the amount of \$10,380.00 paid for from the Noone Fund. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Corinne Hill opened the floor for Ms. Meredith Levine, Youth Services Coordinator, to present a report on the sound studio being installed on the second floor of the Main Library.

Mr. Richard Beeland announced that the Library and City of Chattanooga were not awarded the \$250,000.00 TDEC Clean Tennessee Energy Grant applied for in February to replace lighting in the Downtown Library.

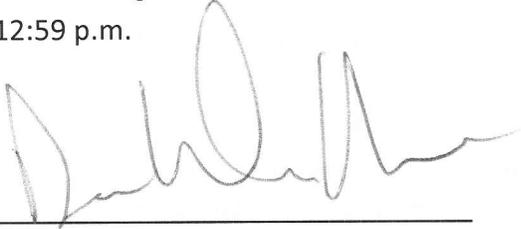
Ms. Corinne Hill announced that there will be a meeting on Wednesday, March 16, 2016 at 4:00 pm at City Hall with Mayor Andy Berke and interested parties regarding the Chattanooga History Center.

Ms. Corinne Hill announced that the Library will be closed for spring holiday on Friday, March 25, 2016 and Sunday, March 27, 2016.

Ms. Corinne Hill reported that 28,154 Hamilton County School (HCDE) students have been issued library cards and represent 10% of the Library's total circulation. 7,813 students have activity on their cards (28% activity).

Ms. Corinne Hill presented to the Board a report on library staff travel for March – April 2016. A copy of the travel report is attached and made a part of these Minutes.

There being no further business to discuss, Ms. Karen McMahan adjourned the meeting at 12:59 p.m.

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

Mr. Daniel Walker, Board Secretary

Travel Report

March-April 2016 Travel

Alei Burns, Manager, South Chattanooga Branch Library

April 5-6, 2016

Alei will be doing a presentation at the Tennessee Library Association Pre Conference on *Every Child Ready to Read @ Your Library*.

Mary Jane Spehar, Assistant Director

April 6- 8, 2016

Mary Jane will be doing a presentation on *Patron Driven Collection Development* during the Tennessee Library Association Conference in Kingsport, TN (Paid for by the Chattanooga Public Library)

Rob Wichtman, Integrated Library Systems Administrator

March 16-18, 2016

Rob will be attending Innovative Users Group Conference in San Francisco, CA for training regarding the library's Polaris/Innovative library system. (Paid for by the Chattanooga Public Library)