

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 22, 2017
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 22, 2017 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
Kim Gavin
Micah Guster
Theresa Liedtka
Karen McMahan
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Sharon Brooks, Chair, Friends of the Chattanooga Public Library; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant

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

APPROVAL OF THE MINUTES OF THE FEBRUARY 15, 2017 BOARD MEETING

Ms. Theresa Liedtka made a motion that the minutes of the February 15, 2017 meeting be approved. Mr. Erik Broeren seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Analyst, reported:

Receipts: 32% remaining of the operating budget to be received within the fiscal year.

Expenditures: 44% remaining of the operating budget to be expended within the fiscal year.

Notes: Annual Building and Content Insurance Expenditure - \$29,317.78

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. In addition to this report Ms. Brooks invited everyone to come to the Flying Squirrel on April 12, 2017, 5:00- 8:00 p.m. to attend nonprofit charity night for the Friends of the Chattanooga Public Library. 10% percent of the proceeds from food and drink sold that night will benefit the Friends of the Chattanooga Public Library.

COMMITTEE REPORTS:**Ad-Hoc Committee:**

Ms. Corinne Hill reported that Skye Strategies has produced a scope of services for grant possibilities for the library's two projects, digital archives and food literacy. She has shared this report with the committee and several of the grant options were IMLS funded. In light of the recent announcement that IMLS may be cut from the 2018 proposed federal budget, the committee is taking a "wait and see" approach realizing they may have to take another look at the grant funding possibilities offered by Skye Strategies. Several of the grant options were IMLS funded. Ms. Hill and Mr. William Sundquist will be attending National Library Legislative Day in early May to lobby for libraries, and most especially IMLS funding. Ms. Hill informed the Board that William Sundquist, is the new president of the Tennessee Friends of the Library Association, and he will advocate for public libraries in this new role.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval for the revised alcohol policy to replace the current policy approved by the Board on September 21, 2016.

Ms. Susan Robinson made a motion to approve the revised alcohol policy to replace the current policy approved by the Board on September 21, 2016. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for the change order with "Layer 3" not to exceed \$3,784.80 to coordinate the downtown library cabling, reinstallation, installation of workstations/AP's to be paid from capital funds.

Ms. Theresa Liedtka made a motion to approve the change order with "Layer 3" not to exceed \$3,784.80 to coordinate the downtown library cabling, reinstallation, installation of workstations/AP's to be paid from capital funds. Mr. Micah Guster seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for the change order with Raines Brothers not to exceed \$3,440.00 to install 2x2 diffusers and the required flex per drawings for the downtown library HVAC system to be paid from capital funds.

Ms. Susan Robinson made a motion for the Board to approve the change order with Raines Brothers not to exceed \$3,440.00 to install 2x2 diffusers and the required flex per drawings for the downtown library HVAC system to be paid from capital funds. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for the change order with Raines Brothers not to exceed \$17,491.71 for laminating sheetrock, painting, and electrical on the 1st-3rd floors to be paid from capital funds.

Mr. Micah Guster made a motion to approve the change order with Raines Brothers not to exceed \$17,491.71 for laminating sheetrock, painting, and electrical on the 1st-3rd floors of the downtown library to be paid from capital funds. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for the change order of \$1,100.00 to Raines Brothers builder's risk insurance that was omitted from the original contract bringing the contract total to \$364,923.83 to be paid from capital funds.

Mr. Erik Broeren made a motion to approve the change order of \$1,100.00 to Raines Brothers builder's risk insurance that was omitted from the original contract to be paid from capital funds bringing the contract total to \$364,923.83. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Corinne Hill will meet with Heidi Hefferlin, Architect for the new Avondale Community Recreation Center, regarding a possible library presence at the new center. Ms. Hill has attended community meetings regarding the center and is continuing to have conversations with the architect regarding what this presence would be.

The Library sound studio will have a soft opening in April.

Ms. Hill is working with Trey Gordner, Koios CEO to test buying Google/Ads in an effort to optimize the library's presence in Google searches.

Ms. Hill reported we are beginning a Spanish immersion playtime in April.

Ms. Hill reported to the Board that Megan Emery, Library Assistant II, Youth Services will be completing a month long internship in April with Dokk1 a library located in Aarhus, Denmark for her Master's in Information Science program with Syracuse University.

Ms. Hill reminded the Board that the library will be closed on Friday, April 14, 2017 for the spring holiday and Sunday, April 16, 2017.

Ms. Corinne Hill presented the Travel Report for March-April 2017. A copy of the report is attached and made part of these minutes.

Ms. Corinne Hill invited the Board to take a tour of the 1st floor of the downtown library lighting and renovation project after the meeting.

Ms. Karen McMahon adjourned the meeting at 12:40 p.m.

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

Ms. Karen McMahon, Board Chair



Friends of the Library Report

March 22, 2017

Dear Library Board,

FOL Spring mega sale is being held March 11-27 at East Gate Mall Center Court. Saturday the 25th is ½ Price Day, Sunday the 26th is \$5/Bag Day and *FREE TO TEACHERS AND NONPROFITS DAY*, and Monday the 27th books are FREE TO EVERYONE.

The next sale is planned for August 12-28 at East Gate Mall.

Sharon

Travel Report

March-April 2017 Travel

Corinne Hill, Executive Director

March 27-29, 2017 Computers in Libraries Summit, Washington, D. C.

Corinne will be attending and presenting with Trey Gordner, CEO Koios, on attracting New Library Users with SEO (Search Engine Optimization) & Collaboration. She will also participate in a Human Resources panel during a Library Leaders Summit, which is happening in conjunction with Computers in Libraries. Paid for by the Friends of the Chattanooga Public Library.

April 12-13, 2017 Tom Tom Festival/Hometown Summit,

Charlottesville, VA Corinne will be attending and presenting on a panel titled, Talent: The Public Library in 2030. Paid for by the Tom Tom Festival/Hometown Summit.

Mary Barnett, Public Relations

April 3-5, 2017 Networking Performing Arts Production Workshop,

Copenhagen, Denmark Mary will be doing a presentation titled "The Lola Library in Gig City." Paid for by Ge'ant.