

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 28, 2018
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 28, 2018 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Jess Friedowitz
Kim Gavin
Saunya Goss
Tom Griscom
Sarah Hope
Theresa Liedtka
Karen McMahan
Susan Robinson
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Valerie Malueg, City Attorney; Wayne Gay, Co-Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant; Jason Payne, Project Coordinator, City of Chattanooga Public Works; Bill Wilkerson, Architect, Derthick, Henley, & Wilkerson.

Ms. Theresa Liedtka, Board Chair, called the meeting to order. Ms. Leidtka asked everyone to go around the room and introduce themselves to our new board members, Sarah Hope and Jess Friedowitz.

APPROVAL OF THE MINUTES OF THE FEBRUARY 21, 2018 BOARD MEETING

Mr. Tom Griscom made a motion that the minutes of the February 21, 2018 Regular Board of Directors' meeting be approved. Mr. Dan Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Analyst reported:

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

Expenditures: 39% of the operating budget to be expended within the remaining fiscal year.

Notes:

State Metro Library Services Grant Reimbursement \$38,850.96

\$36,849.45 of Building Maintenance, Equipment and Book invoices have been expended to Stong Fund using the FY 18 distribution with \$27,986.07 remaining. Currently, \$28,163.01 has been allocated from Stong Fund Balance to address current budget needs.

Ms. Hill asked the Board if they wanted to nominate our new board member, Sarah Hope, CPA with Elliott Davis, to be the new Library Board Treasurer.

Mr. Tom Griscom made a motion to nominate Ms. Sarah Hope to be the Library Board Treasurer. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

FRIENDS OF THE LIBRARY REPORT:

Mr. Wayne Gay, Co-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.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board's approval to increase the amount of funds allocated in the proposed contract for HVAC design installation from \$140,000 not to exceed \$155,000 pending contract approval. These additional funds will be placed in the supplemental contingency fund to pay for any meetings over the 20 allotted progress meetings at \$750.00 a meeting.

Mr. Tom Griscom made a motion to approve the increase in the amount of funds allocated for design work for the HVAC installation from \$140,000.00 not to exceed \$155,000.00 pending contract approval Mr. William Sundquist seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval of her travel to the Texas Library Association Conference in Dallas, Texas, April 3-5, 2018. She will be delivering a presentation called Saying No: Aligning Services with Priorities. Paid for by the Texas Library Association.

Ms. Kim Gavin made a motion to approve Corinne Hill, Library Director's travel to the Texas Library Association, Dallas, Texas, April 3-5, 2018. Paid for by the Texas Library Association. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval to the proposed changes of the following library board meeting dates:

Current Date	New Date
April 18, 2018	April 25, 2018
May 16, 2018	May 23, 2018
August 15, 2018	cancel
September 19, 2018	September 12, 2018

Ms. Karen Mc Mahon made a motion to approve the proposed change of the library board meeting dates. Mr. Daniel Walker seconded the motion. The motion was approved and carried.

BFO Updates for FY'18 and FY'19

Ad Hoc Committee Meeting Report –FY '19 Budget

Theresa Liedtka, Tom Griscom, and Corinne Hill reported that the library has scrubbed the budget and can no longer use unfilled staff positions to fund our materials budget and basic operating costs. The library can no longer continue to operate on a flat budget. We are prepared to defend our request for a budget increase.

Ms. Hill informed the board that our youth librarians have been working on a more standardized summer reading list that we hope Hamilton County school teachers will adopt as their summer reading lists. Ms. Hill showed new books that were ordered for this list. The books have special seals on the front identifying them as on the list. A joint letter from the library and Hamilton County Schools will be going out to parents of Hamilton County school children regarding the list.

The UNFoundation gave us a grant for \$1,850.00 to establish a tool library at our downtown library location.

Ms. Hill informed the Board that the Tennessee Valley Credit Union is the Chattanooga Memory Project sponsor for the month of May. "Live the Life You Love" is the theme they have chosen.

Ms. Hill asked the Board if they would like to nominate Mr. William Sundquist, as the Board's liaison to the Friends of the Chattanooga Public Library.

Ms. Kim Gavin made a motion to nominate Mr. William Sundquist, liaison to the Friends of the Chattanooga Public Library. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Hill informed the Board that the library will be closed on Friday, March 30, 2018 and Sunday, April 1, 2018 for the spring holiday.

Mr. Tom Griscom asked Ms. Hill to explain to the Board how the UTC music department partners with us to produce Symphonic Tales. A story is selected and professional musicians

and staff portray the story to the children. Symphonic Tales has been performed at our library locations, child care centers, and schools.

The travel report is attached and made a part of these minutes.

Ms. Theresa Liedtka adjourned the meeting at 12:35 p.m.

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

Mr. Daniel Walker, Board Secretary



Friends of the Library Report

March 28, 2018

Dear Library Board,

Thanks to everyone who came out to support the Northgate sale.

We will be having our big spring book sale at Eastgate Town Center from April 7th to 23rd, pricing as usual is \$2 hardbacks, \$1 paperbacks, and children's books are \$1 and \$.50. The 21st is ½ price day, 22nd is \$5 bag day and free to educators and nonprofits, 23rd is books for \$1 per yard, and the 24th is free to everyone.

Preparations are under way for a rare and special book sale November 30th – December 1st at the Downtown branch. Friday night will be a cocktail party with a fee for tickets. More details to follow soon.

And don't forget to join or renew your memberships. And follow us on Facebook. And share our posts.

Sharon

Travel Report

March-April Travel

Corinne Hill, Executive Director

April 3-5, 2018 Texas Library Association, Dallas Texas.

Corinne will be delivering a presentation entitled, Saying No: Align Services with Priorities. Paid for by the Texas Library Association.