

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-MAY 17, 2016  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on May 17, 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  
Kim Gavin  
Saunya Goss  
Micah Guster  
Karen McMahan  
Susan Robinson  
Daniel Walker

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Richard Beeland, Chief Administrative Officer; William Sundquist, Chair, Friends of the Chattanooga Public Library; 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 APRIL 19, 2016 BOARD MEETING:**

*Ms. Kim Gavin made a motion that the minutes of the April 19, 2016 meeting be approved. Mr. Daniel Walker seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Fiscal Year 2016 with two (2) months of the budget year remaining:

Ms. Sherri Anderson reported the library's income at 16% to be received within the remaining fiscal year. The library's expenses are at 24% to be expended within the remaining fiscal year.

Expenditures are as follows: Deposit for Charlie Cart in the amount of \$4,000.00; Expenditures for FY16 LSTA Tech Grant in the amount of \$28,341.34.

Receipts are as follows: Annual single distribution from Stong Estate in the amount of \$59,261.64; Bi-annual distribution from Noone Estate in the amount of \$44,660.87; Bi-annual distribution from the Kemmer Estate in the amount of \$593.73.

#### **FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library, reported that the June weekend book sale will take place at the Downtown Library June 9 – 11, 2016 during library hours.

Branch sales are now open in the Northgate and Downtown locations. Eastgate will be the next location and will complete the soft launch for the branch sale initiative.

Mr. William Sundquist will submit the contract for the airport honor book sale on Tuesday, April 17, 2016. The Friends of the Library would like to get the space open before the summer travel season begins.

Mr. Sundquist attended the National Library Legislative Day in Washington, DC, May 2, 2016 – May 3, 2016.

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 to the Board an update on the Library's Strategic Plan.

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

Ms. Corinne Hill requested the Board's approval of expenditure in the amount of \$35,700.00 to CDW-G for the first year of a 3-year computer replacement schedule of the Library's public access, patron, and staff computers.

*Ms. Kim Gavin made a motion to approve expenditure in the amount of \$35,000.00 to GDW-G for the first year of a 3-year computer replacement schedule of the Library's public access, patron, and staff computers. Ms. Susan Robinson seconded the motion. The motion was approved and carried.*

Mr. Richard Beeland requested the Board's permission to sign an agreement with e2e Exchange for management of the Library's E-Rate rebate program at a cost of \$3,000.00.

*Ms. Sherri Anderson made a motion to sign an agreement with e2e Exchange for management of the Library's E-Rate rebate program at a cost of \$3,000.00. Ms. Saunya Goss seconded the motion. The motion was approved and carried.*

Mr. Richard Beeland requested the Board's approval of expenditure for Innovative Hosted Server Solution and system maintenance in the amount of \$197,562.00 over a 3-year period.

*Mr. Micah Guster made a motion to approve expenditure for Innovative Hosted Server Solution and system maintenance in the amount of \$197,562.00 over a 3-year period. Ms. Kim Gavin seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval of the following blanket contracts for the 2016-2017 budget:

- Baker & Taylor \$275,000
- MidWest Tape \$200,000
- Recorded Books \$30,000
- Ingram Library Services \$25,000
- Gale \$30,000
- OCLC \$35,000
- ProQuest \$10,000
- News Bank \$9,000
- Innovation Interfaces – Polaris \$65,500
- Brainfuse \$16,000
- World Vital Records \$4,500
- InfoGroup \$10,000

|                               |          |
|-------------------------------|----------|
| • EBSCO Subscription Services | \$24,000 |
| • Overdrive                   | \$75,000 |
| • Treehouse                   | \$14,000 |
| • Envisionware                | \$30,500 |
| • Pitney Bowes                | \$8,000  |
| • Tumbleweed Press            | \$6,000  |

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

The Board decided that Innovative Interfaces – Polaris does not need to be a part of the blanket contract approval as it has already been approved for a 3-year period.

*Mr. Micah Guster made a motion to approve the aforementioned blanket contracts excluding Innovative Interfaces – Polaris. Ms. Susan Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval of the following recurring expenditures, excluding Action Alarms, for the 2016-2017 budget:

|  |                              |                             |
|--|------------------------------|-----------------------------|
| EPB  | Main                         | \$180,000                   |
|  | Northgate                    | \$28,000                    |
|  | South Chattanooga            | \$7,000                     |
| <b><u>EPB Total</u></b>  |                              | <b><u>\$215,000</u></b>     |
| Atlanta Gas Co   | Main                         | \$7,000                     |
|  | South Chattanooga            | \$500                       |
| <b><u>Atlanta Gas Co Total</u></b>                             |                              | <b><u>\$7,500</u></b>       |
| <b><u>Osborne Building Corporation/<br/>Luken Holdings</u></b> | <b><u>Eastgate Total</u></b> | <b><u>\$94,500 Rent</u></b> |
| <b><u>SEI Security</u></b>                                     | <b><u>Main Total</u></b>     | <b><u>\$78,000</u></b>      |
| TN AM Water & Sewer  | Main                         | \$9,000                     |
|  | South Chattanooga            | \$2,000                     |
| <b><u>TN AM Water &amp; Sewer Total</u></b>                    |                              | <b><u>\$11,000</u></b>      |

|   |                   |                        |
|---|-------------------|------------------------|
| Canon                                       | Main              | \$11,000               |
|   | Eastgate          | \$2,000                |
|   | Northgate         | \$2,000                |
|   | South Chattanooga | \$2,000                |
| <b><u>Canon Total</u></b>                   |                   | <b><u>\$17,000</u></b> |
| Certified Maintenance                       | Eastgate          | \$8,640                |
|   | Northgate         | \$7,284                |
|   | South Chattanooga | \$4,956                |
| <b><u>Certified Maintenance Total</u></b>   |                   | <b><u>\$20,880</u></b> |
| <b><u>Oracle Elevator Company Total</u></b> |                   | <b><u>\$20,000</u></b> |
| <b><u>Unique Management</u></b>             |                   | <b><u>\$10,000</u></b> |
| <b><u>Action Alarms</u></b>                 |                   | <b><u>\$25,000</u></b> |

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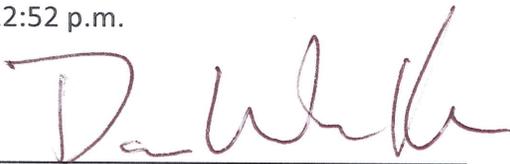
*Ms. Kim Gavin made a motion to approve all recurring expenditures excluding Action Alarms. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.*

Mr. Richard Beeland presented to the Board an update on the Chattanooga History Center.

Ms. Corinne Hill reported that 28,422 Hamilton County School (HCDE) students have been issued library cards and represent 9% of the Library's total circulation. 8,041 students have activity on their cards (28% activity).

Ms. Corinne Hill presented to the Board a report on library staff travel for May – June 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 12:52 p.m.



*Mr. Daniel Walker, Board Secretary*

## **Travel Report**

### **May-June 2016 Travel**

#### **Mary Jane Spehar, Assistant Director**

June 6, 2016 Mary Jane will be attending Tenn-Share Board meeting in Nashville, TN fulfilling the remaining term on the board of a former library employee Sarah Anne Brewer.