

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-MAY 7, 2013  
2:00 P.M.

The Board of Directors of the Chattanooga Public Library met on May 7, 2013 at 2:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Tom Griscom
- Mai Bell Hurley
- James Kennedy
- Karen McMahon
- Chrystal Partridge
- Tiffanie Robinson

Also present: Valerie Malueg, City Attorney; Corinne Hill, Executive Director; Eileen Johnson, Fiscal Analyst; Jim Cooper, Personnel Officer; David Hudson, owner of Artech Design Group; Cary Bohannon, City Contracts Project Manager; Nel Reid, Administrative Assistant and Karen Brown, Executive Assistant.

Mr. James Kennedy, Board Chair, called the meeting to order.

*Ms. Mai Bell Hurley made a motion that the minutes of the April 16, 2013 meeting be approved. Ms. Karen McMahon seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that the library's income receipts are on target at 84% with two (2) months of the budget year remaining.

Receipts are as follows: Endowment Interest in the amount of \$30,544.17, semi-annual distribution from Noone and Kemmer Endowments; State Funds of \$1,995.91, Matching Technology Grant.

Expenditures are as follows: \$9,504.62 for quarterly maintenance on Polaris automation system; \$6,085.00 for phone notification software; \$6,000.00 for Urban Libraries annual dues.

Elevator: \$3,300.00 proximity card update for elevators.

Building and grounds maintenance: \$1,200.00 roof repair at the Downtown Library; \$2,866.23 for electrical rewiring to add additional outlets on 4<sup>th</sup> Floor.

Expenditures are at 78% for the fiscal year.

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

The Friends of the Library Strategic Plan Review Committee is in the process of interviewing consultants. The committee will accept up to three (3) proposals to present to the Friends of the Library Council for review and approval.

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

Ms. Corinne Hill requested the Board's approval to pay Sandler Training \$3,995.00 for management training in leadership and communication.

Ms. Corinne Hill requested the Board's approval to pay \$8,967.00 for Herman Miller computer furniture to be installed at the Downtown Library and the branches.

Ms. Corinne Hill requested the Board's approval to pay Gale Cengage Learning up to \$44,270.00 for access to electronic information and e-books. The electronic information will cover Civil War history, Southern history and travel. Funds will come from endowments, a state grant and the operating budget.

*Ms. Karen McMahon made a motion to approve all three contracts. Mr. Herb Cohn seconded the motion. It was approved and carried.*

A quarterly statistics comparison for February, March and April of 2012 and 2013 was presented. Total circulation is up 5 percent. Circulation for the Downtown library is up 11 percent. Circulation for the Northgate branch is down 3 percent due to the loss of customers who live outside city limits. Circulation for the South Chattanooga branch is up 7 percent. Online downloads are up 25 percent. Online renewals are up 40 percent. The number of people receiving new library cards is up 12 percent compared to the same quarter last year. Of the 12 percent, 5 percent were out-of-city residents. Total number of programs is up 25 percent and program attendance is up 23 percent.

The final contract for the Eastgate Library project was presented to the Board including all attachments and an additional component. The added component is a separate conceptual drawings phase for the purpose of fundraising. Architectural design will not begin until fundraising is completed. At the conclusion of each phase, there is limiting language that states the next phase cannot begin until written consent has been given by the library board. The contract contains a cap off and termination for convenience clause. Discussion followed. No motion was made to approve the added component.

Ms. Corinne Hill presented the following Strategic Plan update.

#### Customer Access

The library entered a new lease agreement for the Eastgate location which includes new carpet and electrical outlets. New computer furniture will be installed in all locations.

#### Responsive Collections

Collection HQ, a software program designed to manage library collections, has provided the library with a data driven approach to manage its collections. The library's customer driven collections model will be helpful in determining how the budget will be used in the future. It includes an online patron request form available on the library website. If a customer is unable to locate an item in the catalog, they are able to request that it be ordered.

#### Technology Platforms

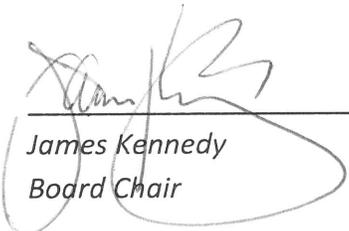
An alcove in the Local History Department is being renovated and prepared for the installation of digital readers. These readers will be purchased through a state technology grant.

A standard has been established so that every library computer accessed by the public citywide will have the same programs and the same profile. Updates will be run remotely.

Transformation

Auditors were invited to review cash handling procedures. They submitted recommendations to help develop policies and procedures so that the library can come into alignment with operational expectations of a city department. The library is reviewing the recommendations and making plans for implementation.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 3:28 p.m.



---

*James Kennedy*  
*Board Chair*