

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-May 5, 2015  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on May 5, 2015 at 12:00 p.m. with Board Chair, Karen McMahon, presiding.

Ms. Lilian Bruce called the roll. The following members were present:

Sherri Anderson  
Lilian Bruce  
Herb Cohn  
Tom Griscom  
Karen McMahon  
Daniel Walker

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Operations Manager; Melinda Foster, City Attorney; Eileen Johnson, Librarian I; Karen Brown, Administrative Manager; Nel Reid, Library Assistant.

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

**APPROVAL OF THE MINUTES OF THE MARCH 24, 2015 BOARD MEETING:**

*Mr. Tom Griscom made a motion that the minutes of the March 24, 2015 meeting be approved.  
Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that the library's income and expense receipts are on target at 74% with three (3) months of the budget year remaining.

Receipts are as follows: State General Services Grant Reimbursement in the amount of \$1,577.82; Annual distribution for the Margaret Stong Endowment in the amount of \$62,294.43.

Expenditures are as follows: Building insurance for all Library locations in the amount of \$25,664.59.

Contract Service Expenditures are as follows: SEI Security Guard Service in the amount of \$4,866.68; Stanley Convergent – security alarm service in the amount of \$1,728.51; Polaris quarterly maintenance in the amount of \$10,577.33; Stuff It Upholstery for acoustic improvement project on 4<sup>th</sup> Floor in the amount of \$1,800.00.

Expenditures are at 69% for the fiscal year.

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

Mr. Herb Cohn announced that Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library is in Washington, DC for National Library Legislative Day (NLLD) representing the State of Tennessee.

Muse of Fire performances took place the weekend of April 17, 2016 and raised \$5,000.00.

The Friends of the Library is sponsoring light snacks for the ceremony of the Library's first online high school graduate. The ceremony will take place on May 5, 2015 at 2:00 pm in the Downtown Library Auditorium.

The Friends of the Chattanooga Public Library book sale is happening until May 10, 2015 at Hamilton Place Mall in the old Piccadilly location near the bus stop. \$6,000.00 was raised the first two days. There was a great article about the book sale in the May 4, 2015 issue of the Chattanooga Times Free Press.

CSI (Construction Specification Institute) made a donation to Friends of the Chattanooga Public Library in honor of CSI/William Sundquist. Mr. Sundquist served one year as Region President for the organization comprised of architects, contractors, engineers and product representatives.

#### **COMMITTEE REPORTS:**

There were no committee reports.

**DIRECTOR'S REPORT:**

Ms. Corinne Hill requested the Board's approval of an emergency expenditure from Capital funds in the amount of \$39,077.00 to replace the HVAC unit and controls at the Northgate Branch Library. The compressor is no longer operational and the controls to change the unit from air condition to heat are located in the ductwork in the attic.

*Mr. Tom Griscom made a motion to approve the emergency expenditure from Capital funds in the amount of \$39,077.00 to replace the HVAC unit and controls at the Northgate Branch Library. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$10,886.05 to Envisionware for cash drawers for the Downtown Library.

*Ms. Lilian Bruce made a motion to approve the payment of \$10,886.05 to Envisionware for cash drawers for the Downtown Library. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay \$10,000.00 to Polaris Library Systems for the 3M Cloud annual renewal. 3M Cloud gives customers access to e-books.

*Mr. Tom Griscom made a motion to approve the payment of \$10,000.00 to Polaris Library Systems for the 3M Cloud annual renewal. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to recognize the acquisition of Polaris Library Systems by Innovative (Innovative Interfaces, Inc.). Henceforth any future invoicing and orders will be recognized as Innovative.

*Mr. Herb Cohn made a motion to recognize the acquisition of Polaris Library Systems by Innovative (Innovative Interfaces, Inc.) as well as future invoicing and orders carrying the name Innovative. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval of the Library Suspension Guidelines that will be used to enforce the Chattanooga Public Library Patron Code of Conduct. A copy of the guidelines is attached and made a part of these Minutes.

Mr. Tom Griscom requested that the guidelines be posted on the Library website. Ms. Karen McMahon requested that a hard copy of the guidelines be available at the front desk.

*Mr. Tom Griscom made a motion to approve the Library Suspension Guidelines that will be used to enforce the Chattanooga Public Library Patron Code of Conduct. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval of the Chattanooga Public Library Lost and Found Policy. A copy of the policy is attached and made a part of these Minutes.

Mr. Tom Griscom requested that the Lost and Found policy be posted on the Library website. Ms. Karen McMahon requested that the staff in charge of Lost and Found keep a running log of valuable items acquired.

*Mr. Daniel Walker made a motion to approve the Chattanooga Public Library Lost and Found Policy. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

The April 21, 2015 Board meeting was postponed until May 5, 2015. Ms. Corinne Hill asked the Board if it would like to cancel the May 19, 2015 meeting. While this did not require a motion, the Board agreed to cancel the May 19, 2015 meeting.

Ms. Corinne Hill requested the Board's approval to change the Tuesday, August 18, 2015 Board meeting to Tuesday, August 11, 2015. The Board decided to revisit this request in a future meeting.

Ms. Corinne Hill announced that Mayor Andy Berke will be at the South Chattanooga Branch Library on Wednesday, May 6, 2015 to do story time.

Ms. Corinne Hill presented to the Board a statistics report for the third quarter of the fiscal year. Ms. Hill called the Board's attention to circulation totals for the South Chattanooga Branch. Juvenile circulation totals are up 36% and Teen circulation totals are up 77%. The Chattanooga Public Library's overall AV circulation totals are down 2% and digital circulation, including streaming services, is up 52%.

Ms. Corinne Hill reported that 23,795 Hamilton County School (HCDE) students have been issued library cards and represent 10% (6,446) of the Library's total circulation of 67,404. As of April 15, 2015, 5,849 (25%) of the HCDE students are active library card users.

Ms. Corinne Hill announced that Chattanooga Public Library is part of President Obama's new initiative to get a library card to every child in America.

Ms. Corinne Hill reported that the Local History Department is working with Mr. Nate Hill, Assistant Director, to create an RFP to digitize reels of historic newspaper microfilm.

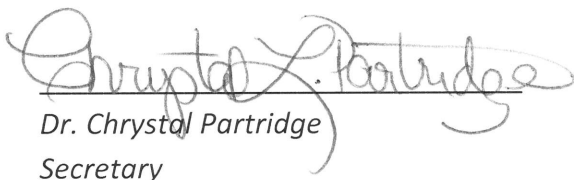
Ms. Corinne Hill announced that the Chattanooga Public Library Annual Board Meeting will be held Monday, June 1, 2015 from 1:00 pm until 5:00 pm at the Mountain City Club.

Ms. Corinne Hill presented to the Board a report on library staff travel for April - June 2015. A copy of the travel report is attached and made a part of these Minutes.

Ms. Corinne Hill announced that Mayor Andy Berke will present the Library's first online high school graduate with her diploma at the graduation ceremony on Tuesday, May 5, 2015 at 2:00 pm in the Downtown Library Auditorium.

Ms. Corinne Hill announced that June 1, 2015 will be Mr. Nate Hill's last day with the Chattanooga Public Library. Mr. Hill will begin his new position as the Executive Director of the Metropolitan New York Library Council in early June.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 12:45 p.m.



*Dr. Chrystal Partridge*  
Secretary