

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-MAY 23, 2018  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on May 23, 2018, at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

Ms. Theresa Liedtka called the roll. The following members were present:

- Erik Broeren
- Jess Friedowitz
- Kim Gavin
- Saunya Goss
- Tom Griscom
- Sarah Hope
- Theresa Liedtka
- Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Melinda Foster, City Attorney; Starla Benjamin, Manager of Wellness and Occupational Health, City of Chattanooga; Madeline Green, Director of Employee Benefits, City of Chattanooga; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant; Tyler Foster, Visitor.

Ms. Theresa Liedtka, Board Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE MARCH 28, 2018 BOARD MEETING**

*Ms. Kim Gavin made a motion that the minutes of the March 28, 2018 Regular Board of Directors' meeting be approved. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

**APPROVAL OF THE MINUTES OF THE APRIL 25, 2018 BOARD MEETING**

*Ms. Kim Gavin made a motion that the minutes of the April 25, 2018 Regular Board of Directors' meeting be approved. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 16% remaining of the operating budget to be received within the fiscal year.

Expenditures: 21% remaining of the operating budget to be expended within the fiscal year.

Notes:

Received bi-annual distributions of Noone & Kemmer Endowments in April for the following amounts.

Noone \$47,262.30

Kemmer \$568.46

**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 introduced Starla Benjamin, Manager of Wellness and Occupational Health and Madeline Green, Director of Employee Benefits for the City of Chattanooga, to the Board. They are here to explain 2 "Injury On Duty" incidents that occurred at the library. Ms. Benjamin explained that the city opts out of the Tennessee Workers Comp Program. By law the city must have their own equal "injury on duty" program. When an impairment rating (based on AMA guidelines) is given to the employee's injury, the city must pay out for the injury. Ms. Benjamin detailed how the employees' payouts were calculated for the Board. These payouts are expended from the Library's budget

Mr. Tom Griscom asked what steps were being taken to try and prohibit injuries from reoccurring. Ms. Hill replied that library employees are taking online safety training on various topics with a test at the end of each topic. Hazard Safety Awareness was the first topic. Lift, Slip, Trips, and Falls will be the second topic. Jason Sullivan, Chief Administrative Officer, is developing a safety manual with input from risk management and several library staff members. A physical therapist has been at the library evaluating physical requirements for the Library Assistant II positions, as we are in the process of reassessing this position. The physical therapist will be giving us recommendations on the physical aspect of the job position. Ms. Corinne Hill asked for a motion to approve the employee payouts.

*Mr. Tom Griscom made a motion to approve the 2 "Injury on Duty" payouts to library employees totaling the amount of \$46,932.81. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.*

#### Updates on FY '19 Budget

Ms. Hill gave the Board an update on the 2019 budget and asked budget committee members from the board to meet and talk about expenditures for the new fiscal year. The committee members agreed to meet.

Ms. Hill informed the Board Staff Development Day will be October 8, 2018. The library will be closed to the public for the day. Mr. Tom Griscom requested staff safety training at our Staff Development Day 2018. Ms. Hill informed the Board that safety training will be part of the agenda for the day. Ms. Hill has reached out to Maura Sullivan, Chief Operating Officer for the City of Chattanooga to come speak to library employees about what it means to be a City of

Chattanooga employee. Employees have expressed an interest in Design Thinking Problem Solving exercises during Staff Development Day. The staff will be asked to submit problems and a few will be selected that everyone will work together in groups to solve. We are looking for an outside facilitator for the design thinking exercise. Ms. Hill explained to the Board that she would like to include a session for employees to be informed that there are mechanisms in place within the City Human Resources department to express their concerns or discontent about their workplace. Ms. Theresa Liedtka also suggested that the Library work with Human Resources to push out a "Climate Survey" to staff with their responses being anonymous.

Ms. Hill informed the Board that the Mayor has started a book club called Books with Berke. The theme is a "City of Creatives". The first book is called "Steal Like an Artist" by Austin Kleon. The Friends of the Chattanooga Public Library have generously paid the author's speaker fee to bring him to the first book club on June 20, 2018 from 6:00 p.m.-7:30 p.m. on the 4<sup>th</sup> Floor of the downtown library. The second book is "Lanterns: A Memoir of Mentors " by Marian Wright Edelman and the third book is "Creativity, Inc." by Ed Catmull.

Mary Helms, Manager of Local History and Genealogy will retire June 30, 2018, and we have just posted her position to search for a manager with a digital archivist background. She has graciously offered to come back and volunteer in her spare time.

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

Dan Walker inquired about the Summer Reading Lists for school students. Ms. Hill informed the Board that the summer lists have gone out to the schools. The lists have been incorporated into the school curriculum and all the books on the lists each have a special seal on them identifying them as being on the summer list. Each library location has the summer reading list books displayed in a special area so they are easy to locate.

Summer Learning Kickoff officially launches June 2, 2018. Ms. Hill informed the Board that our annual board meeting will be Wednesday, June 20, 2018 from 12:00 p.m. to 3:00 p.m.

Ms. Hill reminded the Board we will be closed in observance of the Memorial Day Holiday on Monday, May 28, 2018.

Ms. Theresa Liedtka adjourned the meeting at 12:55 p.m.

A handwritten signature in cursive script that reads "Theresa Liedtka". The signature is written in black ink and is positioned above a horizontal line.

*Ms. Theresa Liedtka, Board Chair*



## Friends of the Library Report

May 23, 2018

Dear Library Board,

Thanks to everyone who came out to support the Eastgate Mega-Sale. We sold over \$16,000 worth of books and mixed media which raised \$13,000, net of sale expenses. Our Fall Mega-Sale will be back at Eastgate from September 1-18.

The Rare and Special Book Sale will be on Friday, November 30<sup>th</sup> and Saturday, December 1. Friday will be a ticket event with drinks and hors d'oeuvres. We are still deciding on venue and ticket pricing.

Sharon

## **Travel Report**

### **May-June Travel**

#### **Jackie Anderson, 1<sup>st</sup> Floor Manager**

June 4, 2018 Attending the TennShare Meeting in Columbia, TN

Paid for by the Chattanooga Public Library

June 22-26, 2018 Attending American Library Association in New Orleans, LA. Paid for by Chattanooga Public Library

#### **Sarah Anne Brewer, Northgate Branch Manager**

June 6, 2018 Presenting at the P-16 Summer Summit Teaching with Technology 2018 Conference at Cleveland State Community College

Paid for by Chattanooga Public Library

#### **Diane Moore, Passport Specialist**

June 4- 5, 2018 Attending U.S. State Department-Passport Manager Training at Appalachian State University, Boone, NC. Paid for by the Chattanooga Public Library

#### **Natalie Phillips, Fiscal Analyst**

May 29-30, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Chattanooga Public Library