

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-NOVEMBER 15, 2017
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on November 15, 2017 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Erik Broeren
Herb Cohn
Kim Gavin
Saunya Goss
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahon
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Valerie Malueg, City Attorney; Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2017 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the October 18, 2017 Regular Board of Directors' meeting be approved. Mr. Erik Broeren seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Mr. Herb Cohn reported:

Receipts: 72% remaining of the operating budget to be received within the fiscal year.

Expenditures: 75% remaining of the operating budget to be expended within the fiscal year.

Notes: Received Bi –annual distribution for Noone Endowment in the amount of \$30,813.77

Received Bi-annual distribution for Kemmer Endowment in the amount of \$417.04

FRIENDS OF THE LIBRARY REPORT:

Ms. Sharon Brooks, 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 for funding of appropriations of a blanket contract for Lynda.com, not to exceed \$20,000.00 for the fiscal year.

Mr. Micah Guster made a motion to approve funding of appropriations of a blanket contract for Lynda.com, not to exceed \$20,000.00 for the fiscal year. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval to fund appropriations not to exceed \$35,000.00 annually' for a purchase contract for Envisionware Annual Maintenance Support and Payware Subscription Service for Chattanooga Public Library-Open Market Contract, pending approval from Purchasing.

Ms. Karen McMahon made a motion to approve funding appropriations not to exceed \$35,000.00 annually, for the following purchase contract for Envisionware Annual Maintenance Support and Payware Subscription Service for Chattanooga Public Library-Open Market Contract, pending approval from purchasing. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to approve a motion to amend the Pass it Down contract to include a monthly service fee increase from \$417.00 to \$775.00 a month and to include a one-time additional fee of \$7,000.00 for a one month storytelling campaign to include professional videographers and a professional storyteller. In addition, approval was requested that these fees be paid from the Noone Endowment Fund.

Ms. Karen McMahon made a motion to approve amending the Pass It Down contract to include a monthly service fee increase from \$417.00 to \$775.00 a month and to include a one-time additional fee of \$7,000.00 for a one month storytelling campaign to include professional videographers and a professional storyteller. In addition, approval was requested that these fees would be paid from the Noone Endowment Fund. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for changes to our Circulation Policy. She explained revisions remove procedures from the policy, allowing the staff more flexibility to deal with interpreting such issues as what qualifies as a valid ID for a library card etc. The update also includes revisions to language in an effort to provide clarity where staff have identified experiencing difficulties complying with the policy.

Mr. Tom Griscom made a motion to accept changes to the Circulation Policy. Mr. Micah Guster seconded the motion. The motion was approved and carried.

Ms. Corinne Hill updated the Board that we are currently in budget season. Mr. Jason Sullivan, Chief Administrative Officer joined the Board meeting late as he had just returned from a Capital BFO update meeting. Ms. Hill informed the Board that we would be seeking funding in our BFO for operations. Seeking additional staff for the library in the new Avondale YFD Center. Another BFO ask would include funding for an update to our library website. Ms. Hill is asking Bill Wilkerson, original architect of the library building, to help her in assessing the cost of

installing raised flooring on the library's roof balcony for an event space. The library is also exploring replacing the library windows as part of the sustainability project.

Strat Parrott is currently working on the Builders and Founders Exhibit and it should be open by February 2018. A \$1,000.00 donation was made to the exhibit by local attorney, Jerry Summers.

Ms. Hill informed the Board that we are purchasing software called Analytics on Demand to help develop our Service Plan, as outlined in our strategic plan.

The December 20, 2017 board meeting will remain on everyone's calendar but we won't plan on having the meeting unless an issue arises for which we need Board approval.

No travel report this month.

Ms. Theresa Liedtka adjourned the meeting at 1:00 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

November 15, 2017

Dear Library Board,

Our Annual Meeting was held on November 11, 2017 at 10:00 am followed at 10:30 by a tour of the downtown branch. We elected new officers for 2018 and inducted new Council members.

We are in the midst of our Fall Membership Drive, so please join or renew your membership with Friends.

We will be holding a Donation-A-Thon on December 9, 2017 from 10am to 2pm at the Downtown Branch of CPL. We will be stationed on the 10th Street side by the garage door. Donors will be able to pull up in their cars, and we will take the donations out of the car for them. We accept books, of course, but also records, CD's, DVD's, audio books, etc. And of course, cash check or credit card donations. Clean out your old stuff, support the CPL, give your stuff a new life, and get a tax deduction

Sharon