

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-NOVEMBER 19, 2013  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on November 19, 2013 at 12:00 p.m.

The following members were present:

Lilian Bruce
Herb Cohn
Mai Bell Hurley
Theresa Liedtka
Chrystal Partridge
Tiffanie Robinson

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Melinda Foster, City Attorney; Eileen Johnson, Fiscal Analyst; Karen Brown, Executive Assistant and Nel Reid, Administrative Assistant.

*Ms. Mai Bell Hurley made a motion that Dr. Chrystal Partridge act as Board Chair in the absence of Chair, Mr. James Kennedy and Vice Chair, Ms. Karen McMahon. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Dr. Chrystal Partridge, acting Board Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2013 BOARD MEETING:**

*Ms. Mai Bell Hurley made a motion that the minutes of the October 15, 2013 meeting be approved. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that 33 percent into the current fiscal year, receipts are at 32 percent.

Contract service expenditures are as follows: \$2,316.00 for Security Service; \$3,105.00 to Sandler Training for public speaking and presentation skills; \$5,400.00 for Polaris workflow consultation and training; \$1,750.00 for Envisionware upgrade training; \$3,300.00 for Electrical work to install 100 amp sub feed panel to IT room on the second floor; \$9,505.00 for Polaris Library Systems quarterly software maintenance.

Expenditures are at 30 percent for the fiscal year.

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

Newly elected officers for Friends of the Library will begin their terms January 1, 2014. The next book sale will be held at Northgate Mall.

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

Ms. Corinne Hill requested the Board's approval to implement a new policy on workplace sleeping and failure to remain alert.

*Ms. Theresa Liedtka made a motion to approve the implementation of a new policy on workplace sleeping and failure to remain alert. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to pay C-W-C Office Furnishings \$5,234.20 for three (3) low café tables, six (6) chairs and eight (8) stools for the 11<sup>th</sup> Street entrance area of the downtown library to match café furniture at the 10<sup>th</sup> Street entrance area.

Ms. Corinne Hill requested the Board's approval to pay Envisionware \$5,765.36 for annual system maintenance.

Ms. Corinne Hill requested the Board's approval to pay NewsBank \$7,139.60 for a January – December 2014 Chattanooga Times Free Press microfilm subscription.

Ms. Corinne Hill requested the Board's approval to pay Polaris Library Systems \$4,891.00 for a two-year extended warranty on four (4) servers.

Ms. Corinne Hill requested the Board's approval to pay Sandler Training \$1,385.00 for management training of two (2) staff members.

Ms. Corinne Hill requested the Board's approval to pay World Vital Records \$4,000.00 for the annual renewal of a database used by the Local History and Genealogy Department.

*Ms. Theresa Liedtka made a motion to approve all aforementioned payments. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill has received a cost analysis from the City IS Department for wireless implementation in all library facilities. The cost for next generation wireless is less than \$100,000.00 and will be implemented in three (3) phases.

- Phase 1 – Downtown First Floor and South Chattanooga Branch
- Phase 2 – Downtown Second Floor and Northgate Branch
- Phase 3 – Downtown Basement and Eastgate Branch

The Eastgate online survey had almost five hundred (500) participants. The Eastgate Design Team is holding public engagement meetings. The plan is to have the programming phase completed in January.

The library is participating in Holidays at the Hunter by decorating a tree featuring ornaments made by staff using handwork and the 4<sup>th</sup> floor's laser cutter. Materials used are discarded children's books, old maps, illustrations and Readers Digest condensed editions.

There being no further business to discuss, Dr. Chrystal Partridge adjourned the meeting at 1:05 p.m.

  
Dr. Chrystal Partridge  
Secretary