

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-NOVEMBER 18, 2014  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on November 18, 2014 at 12:00 p.m. with Board Vice-Chair, Karen McMahan, presiding.

Dr. Chrystal Partridge, Board Secretary, called the roll. The following members were present:

Sherri Anderson  
Lilian Bruce  
Herb Cohn  
Micah Guster  
Theresa Liedtka  
Karen McMahan  
Chrystal Partridge  
Tiffanie Robinson

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Valerie Malueg, City Attorney; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Karen Brown, Administrative Manager; Nel Reid, Administrative Assistant; Cathy Royal, Chattanooga Public Library Employee.

Ms. Karen McMahan, Board Vice-Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2014 BOARD MEETING:**

*Ms. Theresa Liedtka made a motion that the minutes of the October 14, 2014 meeting be approved. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

**BOARD TRAINING:**

Ms. Valerie Malueg, City Attorney, led the Board through a training session. A copy of the training handouts are attached and made a part of these Minutes.

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that library receipts are at 32% for the fiscal year.

Receipts are as follows: Semi-annual Endowment Distribution in the amount of \$29,821.08; Reimbursement for a cancelled subscription applied to Periodicals in the amount of \$248.60.

Expenditures are as follows: Building and Grounds maintenance – Electrical work for 4<sup>th</sup> Floor Gig Lab in the amount of \$9,140.00; Severance pay to Ms. Meg Backus in the amount of \$4,397.65.

Contract Service Expenditures: \$3,927.00 to SEI for security guard service; \$5,000.00 to Sandler Training for Staff Training Day; \$1,699.80 to Stanley Convergent for alarm monitoring and maintenance.

Expenditures are at 30% for the fiscal year.

*Ms. Theresa Liedtka made a motion to approve the Treasurer's Report as presented to the Board. Dr. Chrystal Partridge seconded the motion. The motion was approved and carried.*

**FRIENDS OF THE LIBRARY REPORT:**

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that the Friends of the Library Council is aware of the city's ethics policy adopted by the Board at the March 18, 2014 meeting.

The last day of the Friends of the Library book sale is Tuesday, November 18, 2014 at Eastgate Town Center until 6:00 pm. All items are half price.

The Friends of the Library will be receiving a donation of ten thousand (10,000) books for future book sales.

The Friends of the Library annual meeting will be held on Friday, November 21, 2014 on the 4<sup>th</sup> Floor of the Downtown Library. The business session will take place from 11:30 a.m. until 12:00 p.m. Ms. Corinne Hill, Executive Director will give a presentation on the State of the Chattanooga Public Library. Lunch will be provided by Texas Roadhouse at 12:00 p.m.

The Friends of the Library will continue its holiday support to the library staff this December.

Mr. Sundquist presented to the Board a slide show of the South Chattanooga Branch before and after new furniture purchased by the Friends of the Library had been installed.

#### **COMMITTEE REPORTS:**

The Board Manual Committee will meet on Wednesday, November 19, 2014 at 11:00 a.m.

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

Ms. Corinne Hill requested the Board's approval to pay \$6,384.36 to EnvisionWare for annual system maintenance.

*Ms. Theresa Liedtka made a motion to approve payment of \$6,384.36 to EnvisionWare for annual system maintenance. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to charge fees for the materials used with 3D printing and vinyl cutting. Similar to existing fees for patrons printing paper documents at a cost of 10 cents a page, PLA filament for 3D printing will cost 6 cents per gram and vinyl will cost 30 cents per linear foot. The cost will be added to the patrons' library cards and can be paid down when convenient. Discussion followed. Ms. Karen McMahon requested an update at the February Board meeting on how the new fees are accepted by the public.

*Ms. Theresa Liedtka made a motion to approve the charging of fees for PLA filament at a cost of 6 cents per gram and vinyl at a cost of 30 cents per linear foot. Ms. Tiffanie Robinson seconded the motion. The motion was approved and carried.*

Unique Management Services, Inc., the gold star of collection companies for libraries, has sent a proposal to the Chattanooga Public Library. The Library is in the process of accepting the proposal. A contract will be drawn up through the City Attorney's Office and presented to the Board for approval in a future meeting. Unique Management Services, Inc. will collect money owed and materials lost electronically. No reports will be created manually.

Ms. Corinne Hill requested the Board's approval to add Mr. Richard Beeland, Chief Administrative Officer, Chattanooga Public Library, as an addendum to the list of authorized signatures approve at the Board meeting on August 26, 2014.

Ms. Corinne Hill requested the Board's approval of an addendum to the list containing names and signatures of all staff members who will be authorized to sign off on payments, invoices, payroll and basic operating paperwork. The list was approved in the Board meeting on August 26, 2014. Ms. Hill requested to add Mr. Richard Beeland, Chief Administrative Officer to the list.

*Ms. Theresa Liedtka made a motion to approve the addendum to the authorized signature list. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to donate surplus shelving to the Macon County Public Library System located in Lafayette, TN and Red Boiling Springs, TN.

*Ms. Tiffanie Robinson made a motion to approve the donation of surplus shelving to the Macon County Public Library System. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill presented to the Board for discussion a rough draft of the memorandum of understand (MOU) between Chattanooga Public Library and Friends of the Library. The document is being drafted by Ms. Hill, Ms. Malueg, City Attorney and an attorney representing Friends of the Chattanooga Public Library. The MOU will be presented to the board in the January meeting.

Ms. Corinne Hill presented to the Board an update on audit issues and action items. A copy of the document is attached and made a part of these Minutes.

Mr. Richard Beeland, Chief Administrative Officer, discussed with the Board the library staff transition to the City of Chattanooga's leave policy. The leave conversion will take place on December 1, 2014.

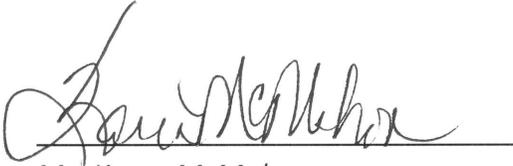
Ms. Corinne Hill presented to the Board a report on library staff travel from December 2014 to January 2015. A copy of the travel report is attached and made a part of these Minutes.

Ms. Corinne Hill reported that the circulation total from October 1, 2014 until November 17, 2014 was 113,916. Of that total 11% or 12,604 items were checked out by students who were issued library cards through the Hamilton County Public School System.

Ms. Corinne Hill announced to the Board that it is the Budgeting for Outcomes (BFO) season. The first brainstorming session took place on Monday, November 17, 2014.

The Board requested to be updated on records retention in the future.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 1:45 p.m.

A handwritten signature in cursive script, appearing to read "Karen McMahon", is written over a horizontal line.

*Ms. Karen McMahon*

*Board Vice-Chair*