

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-OCTOBER 15, 2013  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on October 15, 2013 at 12:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Lilian Bruce
- Herb Cohn
- Tom Griscom
- Mai Bell Hurley
- James Kennedy
- Theresa Liedtka
- Chrystal Partridge
- Tiffanie Robinson

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

Mr. James Kennedy, Board Chair, called the meeting to order.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 17, 2013 BOARD MEETING:**

*Ms. Theresa Liedtka made a motion that the minutes of the September 17, 2013 meeting be approved. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn, Treasurer, reported that the library is 25 percent into the current fiscal year and receipts are at 24 percent.

Contract service expenditures are as follows: \$25,000.00 to OCLC for online cataloging service; \$1,500.00 to Sandler Training for leadership coaching; \$1,604.00 for alarm monitoring service; \$1,409.00 for electrical work at the Northgate Branch.

City Indirect Cost: \$62,500.00 – Charges for July, August and September.

Expenditures are at 20 percent for the fiscal year.

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

The Friends of the Library September book sale raised \$18,000.00. The next book sale will be at Northgate Mall in late February or early March 2014.

The Friends of the Library annual meeting will take place on the 4<sup>th</sup> Floor of the Chattanooga Public Library, October 24, 2013 at 5:30 p.m. Author Megan Whalen Turner will be speaking on the importance of teaching children how to choose good books.

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

First quarter statistics are moving in the right direction. The circulation total is up 23 percent. Total materials owned is down 33 percent. Interlibrary loan is down 49 percent indicating that more customers are able to receive the materials they want from this library system. The door count is up 190 percent from 52,374 in the first quarter of fiscal year 2012-2013 to 151,704 in the first quarter of fiscal year 2013-2014.

Ms. Corinne Hill requested the Board's approval to implement a new communication policy.

*Ms. Theresa Liedtka made a motion to approve the implementation of a new communication policy. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill requested the Board's approval to implement a new 4<sup>th</sup> Floor use policy.

*Mr. Herb Cohn made a motion to approve the implementation of a new 4<sup>th</sup> Floor use policy. Ms. Lilian Bruce seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill presented to the Board proposals from three (3) public relations firms. Discussion followed.

*Ms. Theresa Liedtka made a motion to approve the proposal of Mace+Carmichael for library public relations. Mr. James Kennedy seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill is in the process of gathering examples of bylaws from public library systems with governing boards throughout the country. Ms. Hill will discuss these bylaws and those of the Chattanooga Public Library in the next meeting.

Ms. Corinne Hill requested the Board's approval to close the library at 6:00 p.m. on Christmas Eve and New Year's Eve.

*Ms. Mai Bell Hurley made a motion to close the library at 6:00 p.m. on Christmas Eve and New Year's Eve. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill notified the Board of her desire that the library drop its designation as a federal depository. While this did not require a motion, the Board supports this decision.

Ms. Corinne Hill requested the Board's approval to pay Sandler Training \$300.00 to administer two (2) devine assessments for executive leadership for two (2) staff members.

Ms. Corinne Hill requested the Board's approval to pay EBSCO periodical subscription services \$11,843.90.

*Ms. Mai Bell Hurley made a motion to approve payments to Sandler Training and EBSCO. Mr. Tom Griscom seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill has been putting several staff through progressive discipline. Progressive discipline includes counseling, reprimands, suspensions and termination. Staff members are able to appeal suspensions and terminations to the Board.

Ms. Corinne Hill presented the Board with a Strategic Plan update. Discussion followed.

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 12:51 p.m.

  
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Dr. Chrystal Partridge  
Secretary