

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-OCTOBER 14, 2014
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on October 14, 2014 at 12:00 p.m. with Board Chair, James Kennedy, presiding.

The following members were present:

- Sherri Anderson
- Lilian Bruce
- Herb Cohn
- Tom Griscom
- Mai Bell Hurley
- James Kennedy
- Theresa Liedtka
- Karen McMahan
- Chrystal Partridge

Also present: Corinne Hill, Executive Director; Nate Hill, Assistant Director; Wade Hinton, City Attorney; Todd Dockery, Director of Human Resources at City of Chattanooga; David Carmody, Purchasing Manager at City of Chattanooga; William Sundquist, Chair, Friends of the Chattanooga Public Library; Natalie Phillips, Fiscal Analyst; Kate Sheets, Service Employees International Union; Karen Brown, Administrative Manager; Nel Reid, Administrative Assistant; members of the public and local media.

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

APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2014 BOARD MEETING:

Ms. Karen McMahan made a motion that the minutes of the September 23, 2014 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.

Receipts are as follows: Miscellaneous income from Nate Hill in the amount of \$403.60; miscellaneous income from Corinne Hill in the amount of \$1,330.56.

Expenditures are as follows:

Contract Services: \$35,000.00 to OCLC for online cataloging service to cover the year; \$4,990.10 to SEI for security guard service; \$2,200.00 to Mace & Carmichael for Identity Audit/Rollout

Library Supplies: \$12,410.15 for SSI Library Cards

City Indirect Cost: \$65,625.00 – Charges for July, August and September.

Expenditures are at 20% for the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that ClubLib has been canceled.

Next week is Friends of the Library Week in the State of Tennessee by proclamation of Governor Bill Haslam. Mr. Sundquist encouraged everyone to get involved with Friends of the Library, advocate for the library and use library services.

The Friends of the Library will host their last book sale of the year at Eastgate Town Center November 7, 2014 – November 16, 2014. Mr. Sundquist encouraged everyone to volunteer at the book sale.

The Friends of the Library annual meeting will be held on Friday, November 21, 2014 on the 4th Floor of the Downtown Library. The meeting will take place from 11:00 a.m. until 12:00 p.m. followed by the State of the Library address. Lunch will be provided by Texas Roadhouse at 12:00 p.m.

Furniture for the South Chattanooga Branch Library is still in production.

The Flying Squirrel hosted an event on October 1, 2014, from which a percentage of the revenue will be donated to the Friends of the Library.

COMMITTEE REPORTS:

The Bylaws Committee presented to the Board a final draft of the Bylaws of the Chattanooga Public Library Board. A discussion ensued regarding board member residency requirements and funds for the special training and formal education of library personnel. A copy of the bylaws is attached and made a part of these Minutes.

Mr. Tom Griscom made a motion to adopt the final draft of the bylaws of the Chattanooga Public Library. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

The Governance Committee notified the Board of the policies that have already been adopted in previous meetings. Those policies are as follows:

Revised Circulation Policy, January 2013

Communication Policy, October 2013

4th Floor Policy, October 2013

Workplace Sleeping and Failure to Remain Alert, November 2013

City Travel Policy, February 2014

City Ethics Policy, March 2014

Revisions to the Circulation Policy to provide services to Hamilton County students, July 2014

The Governance Committee presented to the Board its initial recommendations to adopt City of Chattanooga policies followed by immediate amendments to those recommendations. A copy of the recommendations and amendments are attached and made a part of these Minutes.

A discussion ensued regarding the differences between the City of Chattanooga and the Library, and how the changes will affect the Library and its staff.

Ms. Mai Bell Hurley made a motion to adopt all of City of Chattanooga Code, Chapter 2, except for Division 18 (Fire and Police Pension Fund), substituting "Library Board" for "City Council", "Library Director" for "Department Administrator", and "Library Board Chair" for "Mayor". Mr. Tom Griscom seconded the motion. The motion was approved and carried.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of budgeted staff longevity pay in the amount of \$58,900.00.

Ms. Theresa Liedtka made a motion to approve budgeted staff longevity pay in the amount of \$58,900.00. Ms. Mai Bell Hurley seconded the motion. The motion was approved and carried.

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.

Ms. Corinne Hill announced that the Chief Administrative Officer position has been posted for three (3) weeks as of October 15, 2014 and two (2) applicants have been interviewed. Ms. Hill would like to offer the job to Mr. Richard Beeland who currently serves as Assistant Director of Human Resources with the City of Chattanooga. While this did not require a motion, the Board supports Ms. Hill's decision.

Mr. Wade Hinton, City Attorney, presented to the Board a separation agreement between the Chattanooga Public Library and Ms. Meg Backus, former employee. This agreement was drafted by Mr. Hinton and Mr. Maury Nicely, attorney for Ms. Backus. The agreement includes the payment of \$4,397.00 to Ms. Backus, the amount through October 5, 2014, minus taxes, Medicare and other items. Discussion followed.

Ms. Mai Bell Hurley made a motion to authorize Mr. James Kennedy, Board Chair, to sign the separation agreement between the Chattanooga Public Library and Ms. Meg Backus. Mr. Herb Cohn seconded the motion. The motion was approved and carried 8-to-1, with Ms. Lilian Bruce voting "NAY".

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

Ms. Corinne Hill presented to the Board a statistics report for the first quarter of the fiscal year. The circulation total is up 7 percent. The materials owned collection is moving in the right direction. The collection is maintained on a regular basis with materials added and removed. Digital circulation is up 66 percent. Twenty-one thousand, two hundred sixty-nine (21,269) library cards have been issued to Hamilton County School students.

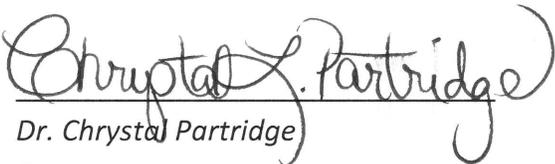
RECOGNITION OF PERSONS WISHING TO ADDRESS THE BOARD (Non-Agenda Items):

Mr. James Kennedy recognized the following people:

- **Kate Sheets (Service Employees International Union)** – stated, “In February or March the Board adopted the Memorandum of Understanding between the Union and the City of Chattanooga also the Library. Under Article 12 of that the Board agreed to meet and confer over any major changes in policies that affected library workers and the money. So I think the decisions that were made today without consulting anyone from the staff or anyone from the Union is probably a violation of that Memorandum of Understanding.”
- **Ms. Janet Hopings (Retired Library Employee)** – She suggested that the Board attend the next staff training day to talk with the staff and assess how things are going.
- **Ms. Janet Hopings (Retired Library Employee)** – stated that there was once a small Friends of the Library group dedicated to the Eastgate Branch that sold books out of that branch. She wanted to know what happened to the money that was raised in the Eastgate Branch Friends of the Library book sales.

Ms. Corinne Hill stated that the money is with Friends of the Library. Ms. Hill stated, “What I said was that the Friends were using the library staff to put out the displays and to accept the funds. The money was coming through the library cash register and that was inappropriate. I said, ‘You can continue to do the book sale as long as the Friends took care of the displays and handled the cash.’ At that point it ended.”

There being no further business to discuss, Mr. James Kennedy adjourned the meeting at 1:15 p.m.


Dr. Chrystal Partridge
Secretary