

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-OCTOBER 20, 2015
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on October 20, 2015 at 12:00 p.m. with Board Chair, Karen McMahan, presiding.

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

Sherri Anderson
Kim Gavin
Saunya Goss
Tom Griscom
Micah Guster
Theresa Liedtka
Karen McMahan
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Assistant Director of Operations; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Administrative Manager; Nel Reid, Library Assistant.

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

Ms. Karen McMahan asked Ms. Corinne Hill, Executive Director, to introduce Ms. Saunya Goss, newly appointed member of the Chattanooga Public Library Board of Directors.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2015 BOARD MEETING:

Mr. Tom Griscom made a motion that the minutes of the September 15, 2015 meeting be approved. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Fiscal Year 2016 with nine (9) months of the budget year remaining:

Ms. Sherri Anderson, Treasurer, reported the library's income at 74.26% to be received within the remaining fiscal year. The library's expenses are at 80.50% to be expended within the remaining fiscal year.

Ms. Corinne Hill presented to the Board a report on the amount of funds expended from blanket contracts for the first quarter of the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Ms. Karen Brown, Administrative Manager and Liaison to Friends of the Chattanooga Public Library, read from a report prepared by Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library.

Dear Library Board,

October 18 to 24 is Friends of the Library week in Tennessee. Our sincere thanks to Governor And Secretary of State Hargett for their recognition and support of the community volunteers who care about their local libraries throughout our state.

October 27 is our Council meeting and will be held at the UTC Library. A tour will follow starting at 6:00 pm. This library was a \$50+ million dollar investment by our state. I encourage each and every one of you to take a tour of the library at some point. If you would like to join us on our tour please contact Karen Brown.

November 20th will be our annual meeting. Tom Griscom will be the key note speaker and his program is titled, "The Power of the Written Word and its Effects on History". Our meeting will be from 11:30 am until Noon followed by lunch. Tom will speak at 12:15 pm and the program will conclude at 1:00 pm. If you would like to attend please contact Karen Brown.

Our Pillar Program brochure is currently being designed. This program will allow corporations or individuals to support the library. By the November board meeting I should have a copy available to view.

Thank you for your support!

William

COMMITTEE REPORTS:

The Finance Committee requested the Board's approval of a slight change to the target allocation in the Library's investment portfolio. The recommendation is to remove Mid Cap, and increase the International target allocation from 10% to 15%. This change would improve the potential return of the portfolio while reducing volatility (standard deviation). The Finance Committee believes that this would give the Library more opportunities going forward as the international markets, from a valuation perspective, may be attractive.

Mr. Tom Griscom made a motion to approve the allocation change in the Library's investment portfolio. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

DIRECTOR'S REPORT:

Ms. Corinne Hill requested the Board's approval of cost for a contract with Unique Management, a materials recovery company. The request is to approve the actual unit price in the amount of \$8.95 for every account referred to Unique Management for collection.

Ms. Theresa Liedtka made a motion to approve the contract with Unique Management and the actual unit price in the amount of \$8.95 for every account referred to Unique Management for collection. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Valerie Malueg asked if the purchasing liaison will complete the paperwork for the Unique Management contract. Ms. Corinne Hill stated that she will.

Ms. Corinne Hill requested the Board's approval to pay \$12,077.61 to Envisionware for annual system maintenance.

Ms. Sherri Anderson made a motion to approve the payment of \$12,077.61 to Envisionware for annual system maintenance. Mr. Daniel Walker seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to adopt the City of Chattanooga's Employee Information Guide replacing the personnel ordinance contained in Chapter 2 of the City Code.

Mr. Tom Griscom made a motion to adopt the City of Chattanooga's Employee Information Guide replacing the personnel ordinance contained in Chapter 2 of the City Code. Mr. Micah Guster seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested the Board's approval to cancel the December 15, 2015 Board meeting.

Ms. Kim Gavin made a motion to cancel the December 15, 2015 Board meeting. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill opened the floor for Mr. Richard Beeland, Chief Administrative Officer, to report on the asbestos removal and lighting project.

Ms. Corinne Hill requested the Board's approval for expenditure in the amount of \$11,700.00 to DH&W Architects for schematic services and fees. Funding for the schematic fees will be paid from the Library's capital fund. Funding for the architectural and engineering component will be determined and approved following the completion of the schematic design.

Ms. Theresa Liedtka made a motion to approve expenditure in the amount of \$11,700.00 to DH&W Architects for schematic services and fees. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reported to the Board that Ms. Ann Coulter will not be available to help with the Library's planning process. Ms. Coulter recommended Mr. Jeff Schwartz of Maryland who is interested in helping. Mr. Richard Beeland and Ms. Corinne Hill will have a video conference with Mr. Schwartz to discuss possibilities.

Ms. Karen McMahon wants to make sure that if Mr. Jeff Schwartz is chosen, he and Ms. June Garcia are in agreement about their roles in the Library's planning process.

Ms. Corinne Hill presented to the Board a statistics report for the first quarter of the fiscal year. Materials owned has a 4% increase overall. The largest increase is in digital materials at 40%. Circulation of print material for adults is down 5%. Usage of digital material is up 25%. Door counts have been down because of broken counters.

Mr. Richard Beeland stated that when Envisionware's RFID is installed the Library will no longer have to depend of door counters. RFID will give more accurate data.

Ms. Corinne Hill reported that 25,273 Hamilton County School (HCDE) students have been issued library cards and represent 10% of the Library's total circulation. 7,177 (28%) students have activity on their cards.

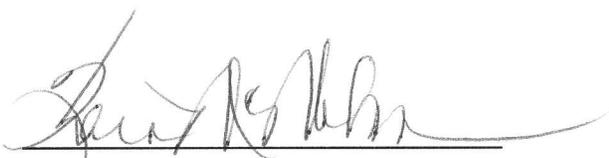
Ms. Corinne Hill reported to the Board on the Library's third annual staff day, October 12, 2015.

Mr. Tom Griscom requested that Ms. Corinne Hill have the events of staff day documented for future reference.

Mr. Tom Griscom requested a copy of Ms. Corinne Hill's 'State of the Library' address presented during staff day.

Ms. Corinne Hill presented to the Board a report on library staff travel for October - November 2015. A copy of the travel report is attached and made a part of these Minutes.

There being no further business to discuss, Ms. Karen McMahon adjourned the meeting at 12:55 p.m.

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

Ms. Karen McMahon
Board Chair