

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-OCTOBER 19, 2016
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on October 19, 2016 at 12:00 p.m. with Board Chair-Elect, Theresa Liedtka, presiding.

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

Erik Broeren
Herb Cohn
Kim Gavin
Saunya Goss
Micah Guster
Theresa Liedtka
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Ms. Sharon Brooks, Treasurer, Friends of the Chattanooga Public Library; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; Karen Brown, Executive Assistant.

Ms. Theresa Liedtka, Board Chair-Elect, called the meeting to order.

APPROVAL OF THE MINUTES OF THE SEPTEMBER 21, 2016 BOARD MEETING:

Ms. Kim Gavin made a motion that the minutes of the September 21, 2016 meeting be approved. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Ms. Theresa Liedtka explained that the order of the Agenda needed to be adjusted, and that Board Training would now be the last item. All other Agenda items remain in the order presented.

TREASURER'S REPORT:

Mr. Herb Cohn, reported:

Receipts: 72% remaining of the operating budget to be received within the fiscal year.

Expenditures: 81% remaining of the operating budget to be expended within the fiscal year.

\$42,923.76 was received for internet and telephone usage for FY15 E-rate reimbursement.

FRIENDS OF THE LIBRARY REPORT:

Ms. Sharon Brooks, Treasurer, Friends of the Chattanooga Public Library, presented the group's monthly report. A copy of the report is attached and made a part of these Minutes.

COMMITTEE REPORTS:

Ms. Corinne Hill reported that some members of the Ad Hoc committee had met with Jennifer Hoff, Skye Strategies to review a presentation on the scope of her company's services. She gave the committee an ala carte menu of services. Her company can assist us with a grant development plan. Other services available include submission of a grant application, as well as any required reporting, and tracking. The library would be able to select which services best fit our needs.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board to approve the Chattanooga Public Library meeting room policy for the entire system. Mr. Tom Griscom had suggested to Ms. Hill that a sentence be added to the policy that final approval of meeting room applications will be made by library administration.

Ms. Susan Robinson made a motion to accept the Chattanooga Public Library meeting room policy, with the addition of the wording that final approval of meeting room applications will be made by library administration. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the board for a motion to accept the library entering into a contract with Alternative Actions, Inc., engineering service, for the Chattanooga Public Library environmental remediation project. Ms. Valerie Malueg, City Attorney, wanted the Board to be aware this is a standard contract that the city uses for engineering services.

Ms. Kim Gavin made a motion that the board approves the library entering into a contract with Alternative Actions, Inc. as engineering services for the Chattanooga Public Library environmental remediation project. Mr. Herb Cohn seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board that in the past they have cancelled the December Board of Directors meeting. Ms. Hill asked if the Board wanted to cancel or reschedule the date of the meeting. The Board decided to cancel the meeting but will call a meeting in December if there is important business that needs to be conducted.

Mr. Herb Cohn made a motion to cancel the December 21, 2016 library board meeting but hold the date if necessary to convene to conduct board business. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill reminded the Board of the 40th on Broad Celebration taking place on Friday, October 21, 2016 from 11:00 a.m.- 1:00 p.m. at the downtown library. The Mayor, Theresa Liedtka, and Friends Executive Council members will be participating in our Read-a-thon. Beginning at 1:00 p.m. there will be an architectural tour of the building led by library architect Bill Wilkerson.

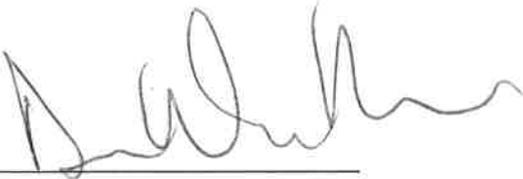
Ms. Corinne Hill presented the travel report for October-November 2016. A copy of the report is attached and made a part of these Minutes.

Quarterly statistics report is located in the front cover of your board notebook. South Chattanooga Branch statistics are down from this time last year. Ms. Hill is drilling into the data to find out why this is the case. She will report back to the Board about her findings.

Ms. Hill pointed out the blanket contract report for the Board's review. This report covers expenditures to date of blanket contracts that are not to exceed a certain amount.

Ms. Valerie Malueg presented a board member and ethics training presentation.

There being no further business to discuss, Ms. Theresa Liedtka adjourned the meeting at 1:00 p.m.

A handwritten signature in black ink, appearing to read "D. Walker", written over a horizontal line.

Mr. Daniel Walker, Board Secretary



Friends of the Library Report

October 19 , 2016

Dear Library Board,

The grand opening of Sky Lib was September 27th at 6pm at the airport. We were very pleased to see the Mayor there along with the Airport CEO, Library Director and library board members. Thank you to all that attend this event!

November 3 to 5 we will be having a "Holiday Delight" themed book sale at the downtown library in the auditorium during library hours. Volunteers are needed and please help us promote.

Library week as declared by our Governor is October 16 to 22. We would like to publicly thank the Governor for his support of Tennessee libraries.

The State Librarian Chuck Sherrill has agreed to be our speaker at our annual meeting on Nov 18.

Sharon

Travel Report

October-November 2016 Travel

Corinne Hill, Executive Director

November 4 -12, 2016 Sharjah International Book Fair-American Library Association Conference. Corinne will be presenting at this conference. Sharjah, United Arab Emirates. Paid for by the American Library Association.