

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-SEPTEMBER 20, 2017  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on September 20, 2017 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

Ms. Theresa Liedtka called the roll. The following members were present:

Erik Broeren  
Herb Cohn  
Micah Guster  
Theresa Liedtka  
Karen McMahan  
Susan Robinson

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

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

**APPROVAL OF THE MINUTES OF THE AUGUST 30, 2017 BOARD MEETING**

*Mr. Micah Guster made a motion that the minutes of the August 30, 2017 Regular Board of Directors' meeting be approved. Mr. Erik Broeren seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn reported:

Receipts: 98% remaining of the operating budget to be received within the fiscal year.

Expenditures: 87% remaining of the operating budget to be expended within the fiscal year.

Notes: \$37,996.71 was received for 2016-2017 E-Rate reimbursement.

**FRIENDS OF THE LIBRARY REPORT:**

Ms. Sharon Brooks, Chair, 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:****Ad-Hoc Committee:**

UTC and CPL are in the process of jointly applying for an NHPRC (National Historical Publications & Records Commission) grant. Ms. Theresa Liedtka informed the Board that the UTC library has hired a 1 year position to focus on the deed of gifts and accession records of the history center collection. They are currently working through the collection to see what can be legally digitized. The grant would provide 2<sup>nd</sup> year of funding for the staff person UTC has hired to process the collection, as well as funding for student assistants to help process the collection. We are obtaining three or four letters of support for the grant that speaks to the significance and importance of the collection to the community. This is a matching grant but the one year position together with a \$10,000 grant from the UTC Foundation for student assistants this year, will constitute the matching funds required in the application process.

**DIRECTOR'S REPORT:**

Ms. Corinne Hill asked the Board's approval for the FY 2017-2018 budget. Ms. Hill informed the Board that the \$6,045,000 amount the library received from the city is \$75,000 above the amount we received last year. This additional funding provides, \$50,000 for youth materials for the new Avondale location and our system, and \$25,000 to support a library Service Plan as recommended in our strategic plan.

*Mr. Micah Guster made a motion to accept the \$6,045,000 from the City of Chattanooga for Library Operations. Ms. Karen McMahon seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill asked the Board's approval for library employee salary increases as proposed by the city for all employees.

*Mr. Micah Guster made a motion to approve the library employee salary increases as proposed by the city for all city employees: 2.5 percent pay increase to the base salary for staff that earn \$50,000 a year and more, and \$1,250 pay increase for staff earning below \$50,000. Part-time employees would receive a sixty-cent per hour increase. Mr. Herb Cohn seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill informed the Board that in 4 or 5 weeks an amendment to the Library Ordinance in the Chattanooga City Code, Chapter 22, to reflect the recent changes to the Tennessee Code section for Public Libraries, will be presented to City Council for approval.

Ms. Hill announced that Chris Cummings of Pass It Down, and our partner for the Chattanooga Memories Project is a finalist for the Spirit of Innovation Award. Pass It Down has been nominated for an Innovator of the Year award. There will be videos made of the finalists and we are hoping to announce our partnership at the awards program on October 20, 2017.

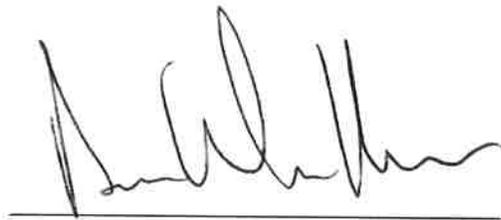
Ms. Corinne Hill reminded the Board that we will be closed Monday October 9, 2017 for Staff Development Day. David Lankes will be our keynote speaker and Nancy McHenry from Marriott Hotels will talk about customer service.

Vayner Media met with us in regards to a social media audit that they are doing for the library. They are developing a social media plan for us. In return for this they have access to the 2<sup>nd</sup> Floor Studio to record their podcasts.

Ms. Hill informed the Board that the Library, in partnership with the Chattanooga Zoo, has a zoo pass for a family of four at each library location to be checked out for a week. The passes are very popular and currently we have a large amount of holds placed on the passes at each location. We are working with the zoo to purchase more passes.

The travel report is attached and made a part of these minutes.

Ms. Theresa Liedtka adjourned the meeting at 12:55 p.m.

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

*Mr. Daniel Walker, Board Secretary*



## Friends of the Library Report

September 20, 2017

Dear Library Board,

The Fall Book Sale at Eastgate was a huge success. We were hoping for \$16,000 based on our prior sales but we grossed just over \$20,000.

Our honor book sales continue to exceed expectations. We have made over \$8,500 through July 2017. Our most recent addition at the Downtown Branch of the YMCA is getting great feedback and generating \$200 per month already.

A small location booksale at the Northgate Branch Library will be held on October 6<sup>th</sup> and 7<sup>th</sup>.

Sharon

## **Travel Report**

### **September-October 2017 Travel**

#### **Mary Jane Spehar, Assistant Director**

October 11-13, 2017 Attending Urban Libraries Council Conference: Leading in a Democracy in St. Paul, Minnesota. Attendees will participate in conversations about civic engagement, equity and immigration. Paid for by the Chattanooga Public Library.

#### **Sarah Anne Brewer, Manager, Northgate Branch Library**

October 11-13, 2017 Attending Urban Libraries Council Conference: Leading in a Democracy in St. Paul, Minnesota. Attendees will participate in conversations about civic engagement, equity, and immigration. Paid for by the Chattanooga Public Library.