

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-SEPTEMBER 15, 2015
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on September 15, 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
Herb Cohn
Kim Gavin
Tom Griscom
Micah Guster
Karen McMahan
Daniel Walker

Also present: Corinne Hill, Executive Director; Richard Beeland, Chief Administrative Officer; Mary Jane Spehar, Chief Operations Manager; Valerie Malueg, City Attorney; Natalie Phillips, Fiscal Analyst; William Sundquist, Chair, Friends of the Chattanooga Public Library; Kyle Gordy, Designer / Web Developer; Karen Brown, Administrative Manager; Nel Reid, Library Assistant.

Guests: Sarah Anne Brewer, Library Circulation Manager

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

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

Ms. Karen McMahan announced the passing of Ms. Mai Bell Hurley. Ms. McMahan stated, "That is a huge loss to the Library and the community. If you didn't get a chance to know Mai Bell or work with her, she's had her hands in just about every positive thing that has happened in this town for the last thirty (30) years. At her memorial service, her love for and involvement with the Library was mentioned several times. We'll all miss her. We loved her."

APPROVAL OF THE MINUTES OF THE JULY 14, 2015 BOARD MEETING:

Mr. Tom Griscom made a motion that the minutes of the July 14, 2015 meeting be approved. Mr. Daniel Walker seconded the motion. The motion was approved and carried.

APPROVAL OF THE MINUTES OF THE AUGUST 26, 2015 MEETING:

Mr. Daniel Walker made a motion that the minutes of the August 26, 2015 meeting be approved. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Fiscal Year 2016 with ten (10) months of the budget year remaining:

Ms. Sherri Anderson, Treasurer, reported the library's income at 82.46% to be received within the remaining fiscal year. The library's expenses are at 87.55% to be expended within the remaining fiscal year.

Expenditures are as follows: Quarterly Innovative Polaris Library System Maintenance in the amount of \$10,577.33; City Indirect Costs for July and August in the amount of \$44,833.34; EnvisionWare for Fiscal Year 2015 in the amount of \$10,942.79.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Chair, Friends of the Chattanooga Public Library reported that the organization spent over \$10,000.00 to support the Summer Reading Program.

The Friends of the Library Book Sale took place at Hamilton Place Mall from July 31, 2015 until August 15, 2015 and raised \$16,500.00. The next projected book sale will take place March 2016 in the same location. Hamilton County teachers and local nonprofits will be invited to take as many books as they desire on the last day of the book sale.

The Friends of the Chattanooga Public Library is looking into the possibility of having an honor system book store at the Chattanooga Metropolitan Airport. They will test the program at a library branch.

The Friends of the Chattanooga Public Library will present New York Times Best Selling Author Ayelet Waldman on Thursday, October 8, 2015 from 6:30 pm until 7:30 pm on the 4th Floor of the Downtown Library. There will be a "Meet the Author Reception" in the 3rd Floor boardroom from 5:00 pm until 6:15 pm for \$20.00 where attendees will receive an autographed copy of Ms. Waldman's most recent novel and a photo opportunity.

The strategic plan for the Friends of the Chattanooga Public Library is based on a three (3) pillar program to support the Library. As book sales shrink around the nation, Friends of the Library is looking at other ways for the community to support summer reading programs, 3D printers, the infrastructure and professional development. The three (3) pillar program is set to launch on January 1, 2016.

Governor Bill Haslam has declared October 18-24, 2015 as Library Week.

The Friends of Tennessee Libraries State meeting will be in Clarksville, TN on April 23, 2016. Riley Darnell, former Tennessee Secretary of State, will be honored at the meeting, by current Tennessee Secretary of State, Tre Hargett.

The Friends of the Chattanooga Public Library Executive Council will meet on October 27, 2015 at the University of Tennessee at Chattanooga. There will be a tour of the new UTC Library immediately following the meeting at 6:00 pm.

The Friends of the Chattanooga Public Library Annual Meeting will take place on November 20, 2015.

COMMITTEE REPORTS:

There were no committee reports.

DIRECTOR'S REPORT:

Ms. Corinne Hill reported that 24,023 Hamilton County School (HCDE) students have been issued library cards and represent 10% of the Library's total circulation. Of the HCDE students, 6,917 (29%) are active library card users. On September 22, 2015 there will be a media event at Harrison Elementary School with Mayor Andy Berke and Becky Coleman, Literacy Specialist for

Hamilton County Department of Education. Sixty (60) kindergarteners will receive their first library cards. Mayor Berke will present library cards and read "*Pete the Cat*" to the students.

Ms. Corinne Hill announced that the Chattanooga Public Library will have its All Staff Day on Monday, October 12, 2015.

Ms. Corinne Hill opened the floor for Mr. Kyle Gordy, Designer / Web Developer, to present to the Board updates for the Chattanooga Public Library website.

Ms. Corinne Hill opened the floor for Mr. Richard Beeland, Chief Administrative Officer, to discuss with the Board a facility issue. Mr. Beeland stated that the Library received a grant to create a quiet reading space on the third floor of the Downtown Library. The decision was made to test the materials sprayed on the ceiling in the public areas of all three (3) floors. The results revealed a very small amount of asbestos that needs to be detained or removed. All options are being explored to resolve the issue appropriately.

Ms. Corinne Hill presented to the Board a guide that will help move the Library forward. There have been discussions with Ms. June Garcia and Ms. Ann Coulter who will be consultants through this process. Ms. Hill stated, "Some of the things we've talked about as we move through a process of positioning ourselves three and a half years into a strategic plan is to look at what has changed, who the players are, and coming up with a very specific plan for what we're going to do the next three (3) to five (5) years. Basic prep work needs to be done; community information, demographic research, school information, library data and United Way information. Ultimately, we want to get focused and pull together a document that will be a guide for us based on four (4) buckets identified in the August 26, 2015 meeting.

- Prioritize service goals
- Improve library access
- Library relevance and partnerships
- Resources/Funding

Those are things we would ask the consultants to get us focused on and have them pull it together. We're already at the middle of September so by the time we pull this together it's probably going to be February by the time we pull everyone back in. If you all are okay with what we are saying today, we will have the consultants do the prep work for us. They will probably meet with the Board and some other key people at least for a day to really explore where we want to go, follow up with staff and then they can produce a report and come back and talk to us. Ann Coulter would be the lead to make sure we have a local touch on the

process. June Garcia would be involved with library expertise. If you all are okay with what I've just laid out, we can take it back to Ann and June and find out what they will charge us to do it."

Ms. Karen McMahon stated, "I'm fine with it as long as we come out of it with a specific facilities plan so that when Eastgate's lease is up we know what we're going to do."

Ms. Corinne Hill stated, "That's under library access."

Ms. Corinne Hill requested the Boards approval to bring in the two (2) consultants, Ann Coulter and June Garcia, to make a financial proposal on getting the Library focused and producing a document that would be a guide moving forward with the four (4) buckets identified in the August 26, 2015 meeting.

Ms. Karen McMahon requested that Ms. Ann Coulter be asked to present to the Board her proposal on how to move forward and how much it would cost so that the Board can hear Ms. Coulter say what she is hearing and the Board will know everyone is on the same page going into the process.

Mr. Herb Cohn made a motion that Ms. Corinne Hill will begin the library planning process with Ms. Ann Coulter and ask Ms. Coulter to present her plan and cost to the Board. Ms. Sherri Anderson seconded the motion. The motion was approved and carried.

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

Ms. Karen McMahon asked what is happening with the Library becoming a repository for some of the memorial items left onsite from the July 16, 2015 tragedies.

Ms. Corinne Hill stated that the banners sent to Chattanooga from Port Angeles, WA have been stored in archive quality tubes in the archive room at the Downtown Library.

Mr. Richard Beeland, Chief Administrative Officer stated that a committee established itself and they determine how to distribute the memorial items. It went to a lot of different groups.

Ms. Karen McMahon stated that if any of the memorial items come to the Library, the Board will need to talk about how to handle them. The decision was made to reach out to some of the groups and let them know that the Library can be a repository for memorial items.

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



Mr. Daniel Walker
Board Secretary

Travel Report

September-October 2015 Travel

Corinne Hill, Executive Director

September 16 – 17, 2015 Broadband Communities Conference, Lexington, KY. Corinne will be guest speaker for the Economic Development program. (Paid for by Broadband Communities)

October 8 – 9, 2015 Attending a planning session for the IFLA Satellite Conference 2016 at the Free Library of Philadelphia, Pennsylvania. (Paid for by Corinne Hill.)

Lee Hope, Youth Services Coordinator

September 25, 2015 Attending the Tennessee Association of School Librarians Conference in Murfreesboro, TN. Library Director may also attend but is undecided at this point. (Paid for by the Chattanooga Public Library)