

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-NOVEMBER 14, 2018  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on November 14, 2018, at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Erik Broeren  
Tom Griscom  
Sarah Hope  
Theresa Liedtka  
Karen McMahan  
Susan Robinson

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Jason Sullivan, Chief Administrative Officer; Natalie Phillips, Fiscal Analyst; Ana McCranie, Public Relations Coordinator; Nel Reid, Manager, Avondale Branch Library; Sheldon Owens, Manager, Local History Department; Karen Brown, Executive Assistant, Ms. Valerie Malueg; City Attorney joined the meeting via conference telephone.

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

**APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2018 BOARD MEETING**

*Mr. Tom Griscom made a motion that the minutes of the October 17, 2018 board meeting be approved. Mr. Erik Broeren seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 65% remaining of the operating budget to be received within the fiscal year.

Expenditures: 73% remaining of the operating budget to be expended within the fiscal year.

Notes:

Received semi-annual distribution of Noone and Kemmer Endowments as follows:

Noone: \$33,114.37

Kemmer: \$416.45

**FRIENDS OF THE LIBRARY REPORT:**

Ms. Karen Brown, Executive Assistant and Friends of the Library Liaison, presented the group's monthly report. A copy of the report is attached and made a part of these minutes.

**COMMITTEE REPORTS:****Finance Committee:**

Ms. Sarah Hope, Board Treasurer reported:

**Q3 endowment account/market performance**

- High returns during Q3 in all industries
- Growth funds are currently outperforming value funds; emerging markets are positive from a valuation perspective
  - Our funds are diversified to take advantage of this
- Our investments are beating all benchmarks through 3 years (2015); outperforming market by about 0.25%
- In Noone account, will sell off small portion of US large cap stock and purchase US fixed income

- to rebalance portfolio to allocation policy we have adopted
- Funds on caution
  - o John Hancock Disciplined Value I fund was on caution at 9/30, but has since been removed as they are currently outperforming the market
  - o Victory INCORE Fund (fixed income) was on caution at 9/30 and remains so – has outperformed market since inception, but YTD has not
  - o Advisory Research MLP will likely be on caution next quarter – hope is that performance improves and investment will be removed from portfolio (due to change from Tax Act that makes it a less lucrative investment)

#### **October volatility**

- No fundamental change in the market – short period of volatility
- Likely driven by midterm elections – often seen during election years
- Expectation that managers will outperform benchmark during periods of volatility; this will be evaluated during review of Q4
- Market has since stabilized and at 10/30/18 our accounts totaled \$5.1M in value (which is down \$400k from 9/30 but market has improved since)

#### **DIRECTOR'S REPORT:**

Ms. Corinne Hill introduced Sheldon Owens to the Board. Mr. Owens started his position as the new Local History Manager on Monday, November 12, 2018. Ms. Hill has already met with Mr. Owens and given him instructions to assess the department, focus on the Chattanooga Memory Project, and ascertain the amount of space available in Local History to store some Chattanooga History Center items currently stored at the UTC Library.

Ms. Hill introduced Nel Reid, Avondale Library Manager to the Board. Ms. Hill explained that she and Coach Lurone Jennings, Director of Youth and Family Development, had a meeting with Ms. Reid and Mr. Gerald Perry, Avondale Facilities Manager. The meeting was very successful and Ms. Hill and Mr. Jennings feel very positive about the working relationship between the Library and the Youth and Family Development Center.

Ms. Ana McCrainie, Library Public Relations Coordinator, Ms. Reid, and Ms. Hill will meet with Kinnawa Kaitibi, Communications Coordinator, Avondale Youth and Family Development Center and Mr. Gerald Perry to discuss public relations for the library and recreation center. Ms. Hill explained that Ms. Reid was hired prior to opening the library branch to enable her to promote the library within the community. Ms. Hill has a meeting scheduled to introduce Ms. Reid to Councilman, Anthony Byrd. Mr. Perry is setting up a meeting for Ms. Reid to meet the two neighborhood association presidents.

Ms. Corinne Hill asked the Board for a motion to approve Aptara for library newspaper digitization services to be funded from the Noone Endowment subject to contract approval by the office of the city attorney, at a cost not to exceed \$15,000.00.

*Mr. Erik Broeren made a motion to approve Aptara contract for library newspaper digitization services to be funded from the Noone Endowment subject to approval by the office of the city attorney at a cost not to exceed \$15,000.00. Ms. Susan Robinson seconded the motion. The motion was approved and carried.*

Ms. Karen McMahon asked how much microfilm is being digitized for \$15,000.00. \$11,000.00 will digitize everything that we have that is no longer under copyright, and \$4,000.00 will cover digitization of microfilm reels that will be done after their copyright expires.

Mr. Tom Griscom suggested the library contact the Chattanooga Times-Free Press to see what microfilm content they have in their archives.

Ms. Corinne Hill responded that the Chattanooga Times-Free Press sold their content rights to Newsbank sometime around 2011-2012. Newsbank will no longer give us newspapers on microfilm. The library is currently working on a contract with Newsbank for subscription services to searchable access to the Chattanooga Times-Free Press content from 1995-present. The cost will be around \$15,000 a year. There is a thirty day lag before the paper is available digitally, so we will always be 30 days behind. The library will retain 30 days of print papers so there will still be access to the newspaper during the 30 day gap. UTC library will not be renewing their microfilm subscription with Newsbank because the cost to academic libraries is much greater than to public libraries. UTC Library will microfilm the physical newspapers and it will be a better quality copy but not have search capability like our digital subscription. UTC Library is working to maintain the past to make sure the microfilm still exists, as a preservation tool it is much better than digitization.

Ms. Corinne Hill explained that the library currently has one and a half million dollars in capital funding to fund the HVAC project. The HVAC project had two bid responders both in excess of three million. There are a number of reasons why the bids were so high: (1) The size and scope of the project; and (2) increased material and labor costs. Ms. Hill informed the Board that the bids will be rejected and the project will be divided into multiple phases and re-bid.

The Library Services Plan Consultants will do a staff survey to get a temperature on how the staff feels about the place they work. The survey is anonymous and the consultants will provide results in their final report. There is also a community survey component to the service plan and it will be available on library public computers, the library website, and in print. We will initiate a community survey and will install flash screens on library public computers to encourage the public to take the survey.

The consultants will conduct two public interactive sessions on Chattanooga and the role of the library in the community. The suggested locations for these sessions are the Southside Recreation Center, Tuesday, November 27, 2018, 5:30-6:30 p.m. because the South Chattanooga Branch serves our most diverse community, and the Brainerd Recreation Center, Wednesday November 28, 2018 from 5:30-6:30 p.m.

Dick Waters is currently here looking at our facilities for the library service plan.

Jason Griffey was on site November 12<sup>th</sup> to talk about the technology component of the library services plan.

Board Member, Ms. Karen McMahan, was the only voice on the steering committee that was a non-staff member. She relayed to the Board that she questioned the consultants about how much the initiatives that they recommend for the Library Services Plan would cost. Ms. Hill explained that she will have a BFO placeholder to fund any initiatives the consultants may suggest for the library services plan. Their deadlines are short so the report should be forthcoming. Ms. McMahan feels we have needed to do the service plan for a long time.

Ms. Hill discussed the Library Assistant I, II, and III job classifications collapsing into the Library Services Specialist. This position will focus on customer service delivery, internal and external.

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

Ms. Theresa Liedtka adjourned the meeting at 1:05 p.m.

A handwritten signature in cursive script, appearing to read "Theresa Liedtka", written over a horizontal line.

*Ms. Theresa Liedtka, Board Chair*



Friends of the Library Report

November 14, 2018

Dear Library Board,

Our Annual Meeting is coming up on November 17<sup>th</sup> from 11am - 12:30 on the 4<sup>th</sup> Floor of the Downtown Branch of the Chattanooga Public Library. We will be electing new council members and also highlighting our 2017 activities. Everyone, especially Friends of the Chattanooga Public Library, are welcome.

Best,

Sharon

## **Travel Report**

### **November-December Travel**

**Natalie Phillips, Fiscal Analyst**

November 27-28, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Friends of the Library