

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-OCTOBER 17, 2018  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on October 17, 2018, at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Jess Friedowitz  
Kim Gavin  
Sarah Hope  
Theresa Liedtka  
Karen McMahon  
Susan Robinson  
William Sundquist  
Daniel Walker

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Natalie Phillips, Fiscal Analyst; Ana McCranie, Public Relations Coordinator; Karen Brown, Executive Assistant.

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

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 12, 2018 BOARD MEETING**

*Ms. Kim Gavin made a motion that the minutes of the September 12, 2018 board meeting be approved. Ms. Susan Robinson seconded the motion. The motion was approved and carried.*

**TREASURER'S REPORT:**

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 73% remaining the operating budget to be received within the fiscal year.

Expenditures: 80% remaining of the operating budget to be expended within the fiscal year.

**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.

**DIRECTOR'S REPORT:**

Ms. Corinne Hill updated the Board on the Library Services Plan. Martin Gomez & Associates, library services plan consultant, will be here Monday, October 22, 2018 for three days. He will be meeting with a staff steering committee including board member, Karen McMahan. We have arranged interviews for the consultants with community partners, stakeholders, and board members while they are in town. Consultants have asked for information regarding programming, library usage statistics, etc. Dick Waters is in charge of the facilities part of the consultant team. He will be here November 13-15th. Jason Griffey is assisting with the technology component.

Ms. Hill informed the Board that she has been interviewing for the branch manager of the Avondale library location. She has selected someone from the library staff and is anticipating offering them the job. She has been meeting with the Youth and Family Development Department to formulate a memorandum of understanding between the department and the library.

Public Library HVAC and Electrical Improvements bids are scheduled to open on November 8, 2018. We have a number of companies who have expressed interest in bidding the project.

Sheldon Owens, Local History Manager, will begin on November 9, 2018. He has a Master's Degree in Historic Preservation including digitization. He currently works for a corporate entity in South Carolina that provides consulting services to museums and history centers to develop and preserve their artifacts.

A report on Staff Development (Staff Day Survey) was provided. Daniel Ryan spoke on Big Data in regards to the library and our personal lives. Staff surveys show 96% thought he was great, 2 % percent thought it could have been better, and 2% thought it was a waste of time.

There was a presentation by the fire marshal, 90% thought parts were good or great, 6% could have been better, 4% thought it was a waste of time. After the presentation we had a fire drill. The branch staff were stationed in different locations of the downtown library and given roles during the fire drill, such as a handicapped person in a wheelchair or a patron who refused to leave the building, etc. We had one "casualty" during the fire drill who wasn't able to make it out of the building. 80 % percent of the staff said it was good or great, 12% said it could have been better. No one thought it was a waste of time.

Staff delivered presentations about what they had done during the last year in their respective departments. Staff survey shows 82% said it was good or great, 12% thought it could be better, and 6% said it was a waste of time.

Staff participated in a Design Thinking workshop. They broke out into seven groups and each group was tasked with a different problem to solve. The staff suggested the problems prior to the meeting. Administration selected the seven that were used for the design thinking exercise. One common problem that kept being mentioned was a lack of communication.

There was a chicken grilling contest for lunch with grills setup outside of maintenance. The staff voted for the best chicken and the prize winner received a golden spatula. Lovest Carter and Derek Brann from our Maintenance Department cooked, Derek took home the golden spatula.

Awards were given out at the end of staff development day for the following categories:

Northgate- Branch Award

Megan Emery- Patrons' Choice Award

Stacy Burton-The "Duckie Award"

Edward Hawkins-Staffs' Choice Award

The Social Media Policy, Photography Policy, and Communications Policy are all either in the city legal department or on their way there for review. Ms. Hill told the Board they could expect to see these policies soon for approval.

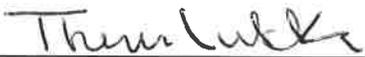
Ms. Hill reviewed the quarterly stats with the Board. Circulation of AV materials is down 14% while digital use is up 14%. People are moving towards downloading and streaming versus dvd's and cd's.

Ms. Hill reminded the Board of the next board meeting November 14, 2018.

Ms. Hill informed the Board that she will be on vacation from October 18, 2018-October 29, 2018.

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

Ms. Theresa Liedtka adjourned the meeting at 12:45 p.m.



*Ms. Theresa Liedtka, Board Chair*



## Friends of the Library Report

October 17, 2018

Dear Library Board,

At our Fall Mega Sale, we sold almost \$18,000 in books and other items. Thanks to our volunteers who worked very hard over the almost 3 week sale! And thanks to our donors for giving us great items to sell!

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**

### **October-November Travel**

#### **Natalie Phillips, Fiscal Analyst**

October 30-31, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Friends of the Library

#### **Meredith Levine, Youth Services Coordinator/4<sup>th</sup> Floor/The Studio**

October 22, 26-29, 2018 Meredith will be attending and representing the library during Moz Fest in London, England. Paid for by Mozilla

#### **Carol, Green, Collection Development**

#### **Lee Hope, Youth Services Coordinator**

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

Touring the Baker & Taylor Warehouse in Atlanta, GA sometime in the next 6 weeks to see how the process of fulfilling book orders is executed. Therefore when we place an order we can have realistic expectations about when the order will be filled. Paid for by the Chattanooga Public Library