

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

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

The Board of Directors of the Chattanooga Public Library met on September 12, 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
Kim Gavin
Tom Griscom
Sarah Hope
Theresa Liedtka
Karen McMahan
Susan Robinson
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Jason Sullivan, Chief Administrative Officer; Valerie Malueg, City Attorney; 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 JULY 18, 2018 BOARD MEETING

Mr. Erik Broeren made a motion that the minutes of the July 18, 2018 board meeting minutes be approved. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 80% remaining 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:

FY18 final close: receipts over by 1% approximately \$48,800.00 and expenditures under by 3% approximately \$19,200.00.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist, Board Liaison to the 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:**Finance Committee:**

- Trading on perceived tariffs (no slowdown as of yet)
 - S&P showed high earnings, likely due to recent tax reforms
 - Growth in corporate earnings
 - Technology stocks are up, however will likely change as regulation is introduced
 - Fixed income – increase in rates lead to flattening yield curve
 - Largely negative return on bonds in Q2
 - All investment accounts – majority of investments are up
 - Fixed income investment (bond) returns are down QTD as they are reverse correlated with equity returns
 - We have a diversified holding in all funds, and no managers are on caution
 - John Hancock Disciplined Value fund will be evaluated next quarter due to under performing market at 3 and 5 yr marks

Evaluation may result on investment manager being put on caution or investment will be replaced

- Other notes: we discussed with Kurt the possibility of having investments in companies that are making a positive impact (mission, environmentally, etc.)

DIRECTOR'S REPORT:

Ms. Corinne Hill introduced the Board to Ana McCranie, the new Library Public Relations Coordinator. Ana recently moved to Chattanooga a couple of months ago from Texas. Ms. Hill explained that Ana worked in public relations for a credit union and understands the concept of branches and the importance of community. We are super excited for the expertise that she brings to the position.

Miller Park opens on Friday, September 14, 2018 and the library will have a presence. We are doing story time and the 4th Floor will have programs as well.

Ms. Hill explained that Saunya Goss has resigned from the Board. Her term expired and she has decided not to serve another term due to new job constraints.

The library will be closed on October 8, 2018 for Staff Development Day. Daniel Ryan, our guest speaker will talk about Big Data, privacy, and protecting personal information. He spearheaded Obama's 2012 online campaign. We will have a safety training component for that day with a staged fire drill and evacuation.

Ms. Corinne Hill informed the Board that she was seeking a motion to approve Gale Cengage as the selected vendor for the annual online learning platform subscription in the amount of \$13,142.05 pending contract approval.

Ms. Kim Gavin made a motion to approve Gale Cengage as the selected vendor for the annual online learning platform subscription in the amount of \$13,142.05 pending contract approval. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board she was seeking a motion to approve Martin Gomez & Associates as the selected vendor to deliver the library services plan pending scope of work and contract approval in the amount of \$20,330.00

Ms. Sarah Hope made a motion to approve Martin Gomez & Associates as the selected vendor to deliver the library services plan pending scope of work and contract approval in the amount of \$20,330.00. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Discussion:

Ms. Karen McMahon asked Ms. Hill to explain what the services plan would accomplish. Ms. Hill explained this is part of our strategic plan to have a services plan instead of a facilities plan. The consultant will use our Gale Analytics on Demand product to gather data to determine which communities use what services. The consultant will provide four public forums to gather information. This will help us to determine what services need to be delivered to which communities, and the best delivery method, not necessarily in a brick and mortar branch. It will help us determine how far people are traveling from their community to use our library services. It will be very comprehensive. There will be a library team that will work directly with Martin Gomez and his staff.

Ms. Corinne Hill informed the Board she was seeking a motion to approve the expenditure of the annual Stong distribution in the amount of \$64,800.00 divided into thirds for the following:

Building and maintenance – security cameras \$21, 611, 84

Equipment replacement – patron and staff computers \$21, 611, 84

Children’s literature – fiction books \$21, 611.84

Ms. Karen McMahon made a motion to approve the expenditure of the annual Stong distribution in the amount of \$64,800.00 divided into thirds for the following:

Building and maintenance – security cameras \$21, 611, 84

Equipment replacement – patron and staff computers \$21, 611, 84

Children’s literature – fiction books \$21, 611.84

Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board that she was seeking a motion to change the November 21, 2018 library board meeting to November 14, 2018. The November 21, 2018 meeting date is the Wednesday before Thanksgiving.

Ms. Kim Gavin made a motion to change the November 21, 2018 library board meeting to November 14, 2018. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Ms. Hill informed the Board that a company named Newsbank has reached out to the library to sell us access to the Times Free Press in a digital version. For the library to have access to the newspaper from 1995-present would cost \$15, 500.00. Newspapers are no longer available on microfilm, which is what we have used in the past. Ms. Hill asked Valerie Malueg, City Attorney, if she could investigate the possibility of the library entering into a consortium with Chattanooga State and UTC to get a better rate for this service.

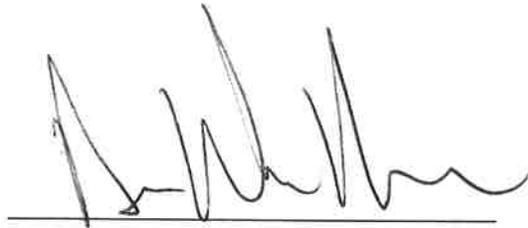
Mr. Tom Griscom asked for an update on the Chattanooga Memory Project. Ms. Hill informed the Board that she has had two hurdles to overcome. One was hiring a public relations coordinator which she has now done. She is facilitating a meeting to introduce Ana McCranie to Chris Cummings, Pass It Down and the marketing coordinator at Tennessee Valley Federal Credit Union to work together to promote the project. Ms. Hill would like TVFCU and the library to be a presence at Causeway's One Table event in November. Ms. Hill is meeting with Ana and Chris Cummings to discuss making the Memory Project as a mobile presence in the schools. The second hurdle is the hiring of a Local History Manager which she is currently working on.

Ms. Hill wanted the Board's thoughts on a current trend in the library world in regards to not charging fines for youth library cards. Library administration is currently exploring the impact of this movement.

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

Ms. Hill reminded the Board that the next board meeting is scheduled for October 17, 2018.

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

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

Mr. Dan Walker, Board Secretary



Friends of the Library Report

September 12, 2018

Dear Library Board,

Our Mega Sale is going on now through September 18th at East Gate Town Center. See our Facebook event pages for all the information.

Our Rare and Special Book Sale has been rescheduled to Spring 2019.

Best,

Sharon

Travel Report

September-October Travel

Natalie Phillips, Fiscal Analyst

September 25-26, 2018 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Friends of the Library

September 28, 2018 Tenn-Share Datafest Conference in Nashville, TN. Paid for by the Chattanooga Public Library

Jacklyn Anderson, Head Librarian

Jackie is participating as a Tenn-Share board member

Erica DeBin, Library Assistant II, will deliver a presentation on CPL's Summer Reading Picks

Diane Moore, Passport Specialist will deliver a presentation regarding the benefits of being a passport acceptance facility