

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 16, 2019
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 16, 2019 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

Ms. Susan Robinson called the roll. The following members were present:

Erik Broeren
Kim Gavin
Sarah Hope
Theresa Liedtka
Karen McMahan
Susan Robinson
William Sundquist

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; Sarah Anne Brewer, Northgate Branch Manager; Nel Reid, Avondale Branch Manager; Meredith Levine, Youth Services/Sound Studio/4th Floor Manager; Lee Hope, Head of Children's Services; Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE NOVEMBER 14, 2018 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the November 14, 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: 48% remaining of the operating budget to be received within the fiscal year.

Expenditures: 57% remaining of the operating budget to be expended within the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

No Friends of the Library Report this month.

COMMITTEE REPORTS:

None

DIRECTOR'S REPORT:

Ms. Hill asked the Board for a motion to approve funding of appropriations of the following blanket and purchase contract extensions and renewals for the FY '19 budget, as listed, and represent the maximum total allowed expenditure amounts for each vendor for the fiscal year.

Purchase for Library Material Recovery and Amounts Owed Collection Services for the Chattanooga Public Library – Blanket Contract Renewal

Unique Management Services \$10,000

Purchase for the Supply and Delivery of Audiovisual Materials for the Chattanooga Public Library – Blanket Contract Renewal

Midwest Tape \$300,000

Purchase for the Collection Service Modules for the Chattanooga Public Library – Blanket Contract

Baker & Taylor Collection HQ & ESP Modules \$23,316.00

Purchase for the Online Learning Module Gale Cengage for the Chattanooga Public Library – Blanket Contract

Gale Cengage \$13,799.15

Ms. Kim Gavin made a motion to approve funding of appropriations of the following blanket and purchase contract extensions and renewals for the FY 2019 budget, as listed, and represent the maximum total allowed expenditure amounts for each vendor for the fiscal year. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve the Library Social Media Policy

Ms. Theresa Liedtka voiced her concerns about clarifying the monitoring of library social media accounts and employees using social media in general. She would like the document to be restructured for clarity in regards to employees understanding that their personal accounts will be monitored for posts regarding the public library as well as the monitoring of the public library social media accounts. She is fine with the content.

Ms. Susan Robinson made a motion to approve the Library Social Media Policy with slight structural revisions to the document for clarity. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Hill requested the Board's approval to implement a Library Photography Policy.

Ms. Theresa Liedtka has concerns regarding the structure of the policy. She would like slight structural changes for clarity. She has no problem with the content.

Ms. Karen McMahon made a motion to approve the Library Photography Policy with slight structural revisions to the document for clarity. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Hill brought to the Board's attention that she had DH&W Architects evaluate the library for ADA compliance. The report recommendations that were previously categorized into recommended and highly recommended have been combined into simply recommended, and a recommendation of a second floor bathroom has been added. Ms. Hill has submitted the

report to the city legal department for evaluation. There will be a Capital BFO request for ADA compliance issues. ADA complaints have increased in the last year.

Ms. Hill informed the Board that the BFO submissions will go in this Friday, January 18, 2019.

The HVAC project to replace the chiller and boiler has gone out to bid again. The pre-bid is this Thursday and the bids open on January 31st.

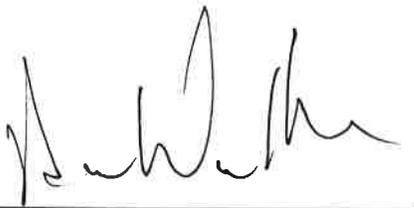
Staff brought a project forward called Pay It Forward that she will be bringing back to the Board next month for discussion. A concept for people in arrears on their account to have it paid down.

Ms. Hill introduced Martin Gomez, Library Services Plan Consultant to present his Library Services Plan Report to the Board. The report and power point slides are attached and made a part of the minutes.

Ms. Hill informed the Board that the Library will be closed Monday, January 21, 2019 in observance of Martin Luther King Day.

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

Ms. Theresa Liedtka adjourned the meeting at 1:10 p.m.

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

Mr. Dan Walker, Board Secretary

Travel Report

January-February Travel

Natalie Phillips, Fiscal Analyst

January 22-23, 2019 Attending Certified Municipal Finance Officer testing in Mount Juliet, TN. Paid for by Friends of the Library