

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 20, 2019
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 20, 2019 at 12:00 p.m. with Board Chair, Theresa Liedtka, presiding.

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

Erik Broeren
Jessica Friedowitz
Kim Gavin
Sarah Hope
Theresa Liedtka
Karen McMahan
Sara McManus
William Sundquist
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Natalie Phillips, Fiscal Analyst; Ana McCranie, Public Relations Coordinator; Valerie Malueg, City Attorney; Jaclyn Anderson, Head Librarian; Karen Brown, Executive Assistant.

Ms. Theresa Liedtka, Board Chair, called the meeting to order. Ms. Corinne Hill informed the Board there was a mistake in the digital copy of the minutes that were sent out prior to the board meeting. The February 20, 2019 minutes stated that Ms. Susan Robinson called the board roll call when actually Mr. Dan Walker called the roll. The minutes have been corrected for approval.

APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2019 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the February 20, 2019 board meeting be approved. Mr. Dan Walker seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Library Fiscal Analyst reported :

Receipts: 32% remaining of the operating budget to be received within the fiscal year.

Expenditures: 40% remaining of the operating budget to be expended within the fiscal year.

NOTES:

Stong Endowment Annual Distribution was received in the amount of \$58,496.72.

FY20 will be the final distribution of the Stong dissolving fund.

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:

None

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board for a motion to approve funding of appropriations of the following contract extensions, renewal, and purchases.

Purchase for Print Materials for the Chattanooga Public Library – Blanket Contract Renewal

PO 544966
 Estimated \$50,000 Annually for Renewal Period
 Purchase of Library Materials Print
 Lowest/Best Bidder: Ingram Library Services
 1 Ingram Blvd
 LaVergne, TN 37086

Purchase for Envisionware Equipment, Installation and Maintenance for the Chattanooga Public Library: RFID Gates, Staff Register and Cash Drawer, E-Commerce, Payware Connect – Avondale Branch Library, Mobile Print Service, Coin-bill Acceptors and Maintenance – System Wide

Requisition
 Estimated \$50,000 Purchase
 Purchase of Library Equipment and Maintenance
 Sole Source: Envisionware
 2855 Premiere Parkway Suite A
 Duluth, GA 30097-5201

Ms. Sara McManus made a motion to approve funding of appropriations of the following contract, renewal and extensions. Ms. Kim Gavin seconded the motion. The motion was approved and carried.

Ms. Hill asked the Board for a motion to charge \$0.10 cents per foot for the materials consumed with the new lamination machine open to the public on the 4th Floor.

Mr. Erik Broeren made a motion to charge \$0.10 cents per foot for the materials consumed with the new lamination machine open to the public on the 4th Floor. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

Ms. Hill re-addressed the Pay it Forward program discussion from the previous board meeting. Ms. Hill addressed the Board's questions regarding the program and invited Jaclyn Anderson, Head Librarian, to respond to the questions. Questions are as follows:

Are we going to pay down one star at a time? Yes, one star is a \$1.00 and a patron can request up to five stars at a time. There is a \$1.00 minimum and a \$5.00 maximum. Ms. Hill mentioned that she would like the library's logo to replace the star symbol in this program that represents each dollar.

How do you qualify for the program? You self-identify that you would like to participate in the program. You have to have at least \$5.00 in fees on your account to participate. The library intends to have some promotional information to share about the program.

Would you be open to limiting the program to youth? Ms. Anderson responded that she would like to help a lot of our older patrons that come in every week. They come in consistently to get their 10 movies a week. She would like to help that demographic.

Will this include people sent to collections? Yes.

The Board approves of the Pay it Forward Program to help patrons pay down their fines. They would like an update this summer on how the program is working.

Ms. Corinne Hill updated the Board on BFO's. The date for submissions has closed. Ms. Hill shared that we had more questions on our capital requests than our operating budget. Ms. Hill let the Mayor's Chief Financial Officer, know that her two top priorities for funding are the staffing component which covers raises and benefits for Staff and two new staff positions. The other priority for annual funding is \$500,000.00 for materials.

Ms. Hill advised the Board on the pre-construction meeting taking place on March 29, 2019.

Ms. Hill advised the Board that the city welcomed the PBS Story Corps to Chattanooga on Tuesday, March 19, 2019. Ms. Hill told the Board that she and Richard Beeland, the library's former Chief Administrative Officer, have signed up to do a Story Corp interview. She wants to ask him what it was like to work in a library when you aren't from a library background.

The library will be working with the Department of Social Work at UTC. Interns will be working at the library to do their field requirement internship hours for the UTC program. They will be

working with patrons who may need social services. Ms. Hill told the Board she has been contemplating hiring full-time social workers on staff. This is a great opportunity to see if a social worker position would be a full-time job at the library. Libraries in larger cities have already been hiring social workers onto their staffs.

Ms. Hill informed the Board that she has denied access to Gerry Richmond and Eddie Hitchcock, both whom are on the sex offender registry, to any branch of the Chattanooga Public Library.

Ms. Hill advised the Board that the library will be closed for the Spring Holiday on Friday, April 19, 2019 and Sunday, April 21, 2019. We will be open regular hours on Saturday, April 20, 2019.

The Mayor's State of the City address will be Thursday, April 18, 2019 at 5:30 p.m. at the Trade Center.

The Avondale branch furniture and color schemes have been selected. The jobs for the branch have been posted. They will be coming down on Friday so we can start to interview for the positions.

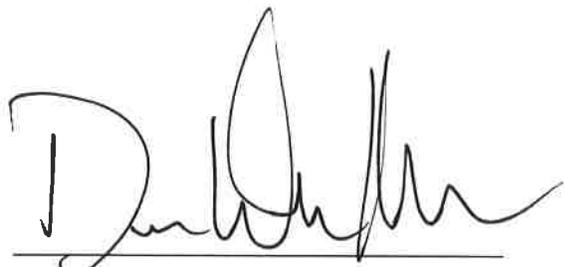
Ms. Karen McMahan asked Ms. Hill for a History Center update. Ms. Hill responded that we are working with UTC Library to move the artifacts and textiles from the History Center Collection currently located at UTC. A secure space is being created in the Technical Services area of the library. UTC will be paying for the move of the artifacts to the Chattanooga Public Library. The library will cover the costs of securing the collection.

Ms. Theresa Liedtka, UTC Library Director, reported that the History Center Collection is popular and being used for research purposes every day.

Mr. Sheldon Owens, Local History and Genealogy Department Manager, has been working with Hamilton County middle school teachers regarding our Pass it Down Project. The teachers are interested in the students posting to our project.

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

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

A handwritten signature in black ink, appearing to read "Dan Walker". The signature is written in a cursive style with a large initial "D" and "W".

Mr. Dan Walker, Board Secretary



Friends of the Library Report

March 20, 2019

Dear Library Board,

We had a small sale at the Downtown Branch in the Auditorium which was easy and quite successful. I don't have the sales totals yet.

Our Spring Mega Sale will be held from April 27th – May 14th at Eastgate Town Center.

Please follow our social media for updates on sales and other events.

Best,

Sharon

Travel Report

March-April Travel

Meredith Levine, Youth Services Coordinator

April 1-4, 2019 Attending National Digital Inclusion Alliance: Net Inclusion Conference 2019 with the Digital Equity Committee on behalf of the Chattanooga Public Library and the Enterprise Center. Charlotte, North Carolina. Paid for by the Enterprise Center.