

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-APRIL 17, 2019
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on April 17, 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 Friedowtz
Sarah Hope
Theresa Liedtka
Sara McManus
Susan Robinson
William Sundquist
Daniel Walker

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

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

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

Mr. Dan Walker made a motion that the minutes of the March 20, 2019 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: 24% remaining of the operating budget to be received within the fiscal year.

Expenditures: 33% remaining of the operating budget to be expended within the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

None

COMMITTEE REPORTS:

None

DIRECTOR'S REPORT:

Ms. Corinne Hill updated the Board on the HVAC construction. The catwalk and the room where the boiler will be housed on the 4th Floor have been built. Abatement for a tiny amount of asbestos was completed Sunday April 7, 2019. The roof demolition will start next week.

Update on Story Corp and the Memory Project. Ms. Hill informed the Board that she and Sheldon Owens, Local History Manager, had a meeting with Story Corp to discuss archiving the 1,100 Chattanooga interviews with the library using the Memory Project platform.

Ms. Hill let the Board know that the security fence (chain link) has been installed in Collection Services to house the history center collection of textiles and artifacts at the downtown library. We are looking at a June moving date. Ms. Hill received a call from Karen Diamond letting her know that a small group of people would like to meet with her to receive information about the portion of the history center collection being moved from UTC to the Library before it happens in June.

Ms. Hill updated the Board on the Avondale Branch Library. She informed the Board that the selected candidates for the full time library services specialist position at Avondale were

interviewed on Monday and a candidate was selected. The candidate has a wealth of early childhood development experience and she lives in the community. The library is currently waiting on Human Resources to offer the selected candidate the position. The plan is to bring this candidate on board and start to train them now. This way the staff member will be fully trained and able to help Nel Reid, Avondale Branch manager, interview and select the other Avondale library staff. Ms. Hill shared an Avondale slide show presentation of the interior of the new branch. The slideshow is attached and made a part of these minutes.

The Library does a lot of training with Chattanooga 2.0. It is essentially Every Child Ready to Read which we have already been using. The program is very easy to adapt because we were already using it for training and services. Ron Ferguson from Harvard created Chattanooga 2.0. He is compiling a report of the cities that have adopted his program. Chattanooga's story will be focused on the Library. Lee Hope, who has been initiating and coordinating the training at day care centers and with teachers, will be interviewed by Dr. Ferguson.

The Silks and Shades artist in residence, Claire Vassort gave a live demonstration of her painting on silk a couple of weeks ago in the library lobby. It was very successful and generated attention from all ages. The artist has done a very good job at self-promotion of her events at the library. Her first two classes are full.

The annual meeting will be coming up on June 19, 2019. We need a motion to form a nominating committee to form a slate of officers for the library board.

Ms. Theresa Liedtka asked for a motion to form a nominating committee consisting of Theresa Liedtka, Susan Robinson, and Corinne Hill to form a slate of officers for next year.

Ms. Sara McManus made a motion to form a nominating committee consisting of Theresa Liedtka, Susan Robinson, and Corinne Hill. Ms. Sara Hope seconded the motion. The motion was approved and carried.

New officers need to be elected at this meeting. Bylaws will be sent out to the board prior to the meeting for review. There will be the annual board member and ethics training. Ms. Hill asked the Board what else they would like to see or hear about during the meeting?

Ms. Hill informed the Board that a library patron, Jessica Green, and her children are continuously not following the rules of behavior and mistreating staff.

Ms. Hill reminded the Board we 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.

Ms. Hill reminded the Board of the Mayor's State of the City address on April 18, 2019 at 5:30 p.m.

Ms. Hill asked Dan Walker, who is the Library Board Secretary and an epidemiologist with the Hamilton County Health Department, to speak to the Board about the current Hepatitis A outbreak. Ms. Hill wanted to hear Mr. Walker's opinion about the outbreak and her concern that library staff should be vaccinated. Mr. Walker explained that Hepatitis A is a fecal to oral transmission where hepatitis B & C are blood borne pathogens. People who are at risk are those who engage in certain risky behaviors. The Hamilton County Health Department has the Hepatitis A vaccine available for free. Washing your hands is terribly important during this outbreak. Ms. Hill asked Mr. Walker if we should strongly suggest the staff should get vaccinated since we are in an industry that comes in close contact with the public on a daily basis. Mr. Walker thinks staff being vaccinated is a good idea. He said that the outbreak doesn't show a sign of waning soon.

Ms. Hill reported the quarterly statistics to the Board. We are holding steady. There is a 5% overall increase in circulation. We continue to move money from audio visual which is DVD's, CD's, and audio books which are down 13% to the more popular digital formats that are up 13%. We continue to clean up our collection and are working with Orange Grove to inventory our books on an ongoing basis.

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

Miss Hill reported to the Board that Lee Hope, Children's Services Coordinator, chaired our CPL Summer Picks list (summer reading list) committee. The committee has been busy at work updating and adding new materials of interest to the list. Hamilton County schools use our list as well. Barnes and Noble use our list for their summer reading displays.

Ms. Hill informed the Board that the CECS Technology Symposium will be held from 9:00 a.m.-2:00 p.m. in the Downtown Public Library on Thursday, April 18, 2019.

Mr. Dan Walker asked if the library will be getting the previously mentioned large format printer? Ms. Natalie Phillips, Fiscal Analyst responded that she is currently pricing them.

Ms. Theresa Liedtka adjourned the meeting at 12:40 p.m.

A handwritten signature in black ink, appearing to read "Susan Robinson", written in a cursive style. The signature is positioned above a horizontal line.

Ms. Susan Robinson, Chair-Elect

Travel Report

April-May Travel

Lee Hope, Children's Services Coordinator

Shelley Headrick, Library Services Specialist

May 11, 2019 Attending Volunteer State Book Award Committee annual meeting to vote on the final book list. Brentwood Public Library, Brentwood, TN Paid for by the Chattanooga Public Library