

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

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

The Board of Directors of the Chattanooga Public Library met on July 17, 2019 at 12:00 p.m. with Board Chair, Susan Robinson, presiding.

Ms. Theresa Liedtka called the roll. The following members were present:

Frik Broeren
Jessica Friedowtz
Sarah Hope
Theresa Liedtka
Karen McMahon
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, Finance Manager; Valerie Malueg, City Attorney; Sheldon Owens, Local History and Genealogy Manager; Carol Green, Collection Services; and Karen Brown, Executive Assistant.

Ms. Susan Robinson, Board Chair called the meeting to order.

APPROVAL OF THE MINUTES OF THE JUNE 19, 2019 ANNUAL AND REGULAR BOARD OF DIRECTORS' MEETING

Ms. Theresa Liedtka made a motion that the minutes of the June 19, 2019 Annual and Regular Board of Directors' meeting be approved. Ms. Sara McManus seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Finance Manager reported:

Receipts: 1% revenue over the operating budget has been received for the fiscal year 2018-2019.

Expenditures: 0% remaining of the operating budget to be expended within the fiscal year.

Notes: Overall year to date the Library operating budget is 99% expended, pending July 31, 2019 final close date.

Final distribution for the Stong Endowment scheduled February 2020.

FRIENDS OF THE LIBRARY REPORT:

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:

No Committee Report

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board to approve a motion to amend the May 15, 2019 Board of Directors' minutes to read in the first sentence of the board minutes that Board Chair-Elect, Susan Robinson called the meeting to order.

Ms. Theresa Liedtka made a motion to amend the May 15, 2019 Board of Directors' minutes to read in the first sentence of the board minutes that Board Chair-Elect, Susan Robinson called the meeting to order. Mr. Erik Broeren seconded the motion. The motion was approved and carried.

Ms. Hill asked the Board to approve a motion to accept the \$6,791,034.00 from the City of Chattanooga for Library Operations for the FY 2019-2020 budget.

Ms. Theresa Liedtka made a motion to accept the \$6,791,034.00 from the City of Chattanooga for Library Operations for the FY 2019-2020 budget. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to approve a motion to accept the amount awarded to the Library in the FY 2019-2020 budget Capital BFO of \$2,193,547.00.

Ms. Sarah Hope made a motion to accept the amount awarded to the Library in the FY 2019-2020 budget Capital BFO of \$2,193,547.00. Ms. Sara McManus seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve a change order for the Library HVAC project for additional funds for design assistance in the amount of \$168,430.00.

Ms. Theresa Liedtka made a motion to approve a change order for the Library HVAC project for additional funds for design assistance in the amount of \$168,430.00. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve the deed of gift from the Chattanooga Public Library to the Read House Archives and Avocet Hospitality Group of original archive

materials. The materials listed in the deed of gift will be returned to the library should the Read House Archives close or materials be deaccessioned.

After much discussion by the Board the following amended motion was approved.

Ms. Corinne Hill asked the Board for a motion to approve a permanent loan from the Chattanooga Public Library to the Read House Archives and Avocet Hospitality group of original archive materials. The materials listed in the permanent loan will be returned to the Library should the Read House Archives close, materials be deaccessioned or the Read House itself be sold. In addition the Read House is required to notify the Library should the Read House be sold or otherwise transferred.

Ms. Theresa Liedtka made a motion to approve a permanent loan from the Chattanooga Public Library to the Read House Archives and Avocet Hospitality group of original archive materials. The materials listed in the permanent loan will be returned to the Library should the Read House Archives close, materials be deaccessioned or the Read House itself be sold. In addition the Read House is required to notify the Library should the Read House be sold or otherwise transferred. Ms. Sarah Hope seconded the motion. The motion was approved with a vote of 10-1.

Ms. Hill asked the Board for a motion to approve her travel to the International Federation of Library Associations' Annual and Satellite Conference in Rome, Italy and Athens, Greece, August 15-30, 2019. August 19th & 20th will be vacation days during the trip. Corinne is on the Public Libraries Standing Committee. She is giving a presentation on the evolution of the 4th Floor makerspace, and serving on the Library Services to Refugees committee to develop guidelines for library services to refugees, immigrants, and migrants. Paid for by the Friends of the Chattanooga Public Library.

Mr. Erik Broeren made a motion to approve Library Director, Corinne Hill's travel to the International Federation of Library Associations' Annual and Satellite Conference in Rome, Italy and Athens, Greece, August 15-30, 2019. August 19th & 20th will be vacation days during the trip. Corinne is on the Public Libraries Standing Committee. She is giving a presentation on the evolution of the 4th Floor makerspace, and serving on the Library Services to Refugees committee to develop guidelines for library services to refugees, immigrants, and migrants. Paid for by the Friends of the Chattanooga Public Library. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

Ms. Hill presented the Board with a power point presentation of how materials money is being spent on library collections. The power point presentation is attached and made a part of the minutes.

Ms. Hill informed the Board that she had been approached by a parent of a homeschooled student asking the Board to reconsider giving homeschooled children that live in Hamilton County a free library card. The Board after discussion feels that this is a Hamilton County issue and parents of homeschooled children should approach their Hamilton County Commissioners regarding the issue.

Ms. Hill asked the Board if the August 21, 2019 meeting could be cancelled as she will be away at the IFLA library conference.

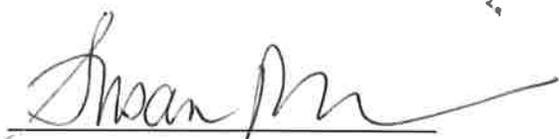
Ms. Theresa Liedtka made a motion to cancel the August 21, 2019 Chattanooga Public Library Board of Directors meeting. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Ms. Hill reported that the annual stats report is in the Board notebooks and that circulation stats have increased.

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

Ms. Hill reminded the Board that the library will be closed Monday, September 2, 2019 in observance of the Labor Day holiday.

Ms. Susan Robinson adjourned the meeting at 1:05 p.m.

A handwritten signature in cursive script, appearing to read "Susan Robinson", written in black ink on a white background.

Ms. Susan Robinson, Board Chair



Friends of the Library Report

July 17, 2019

Dear Library Board,

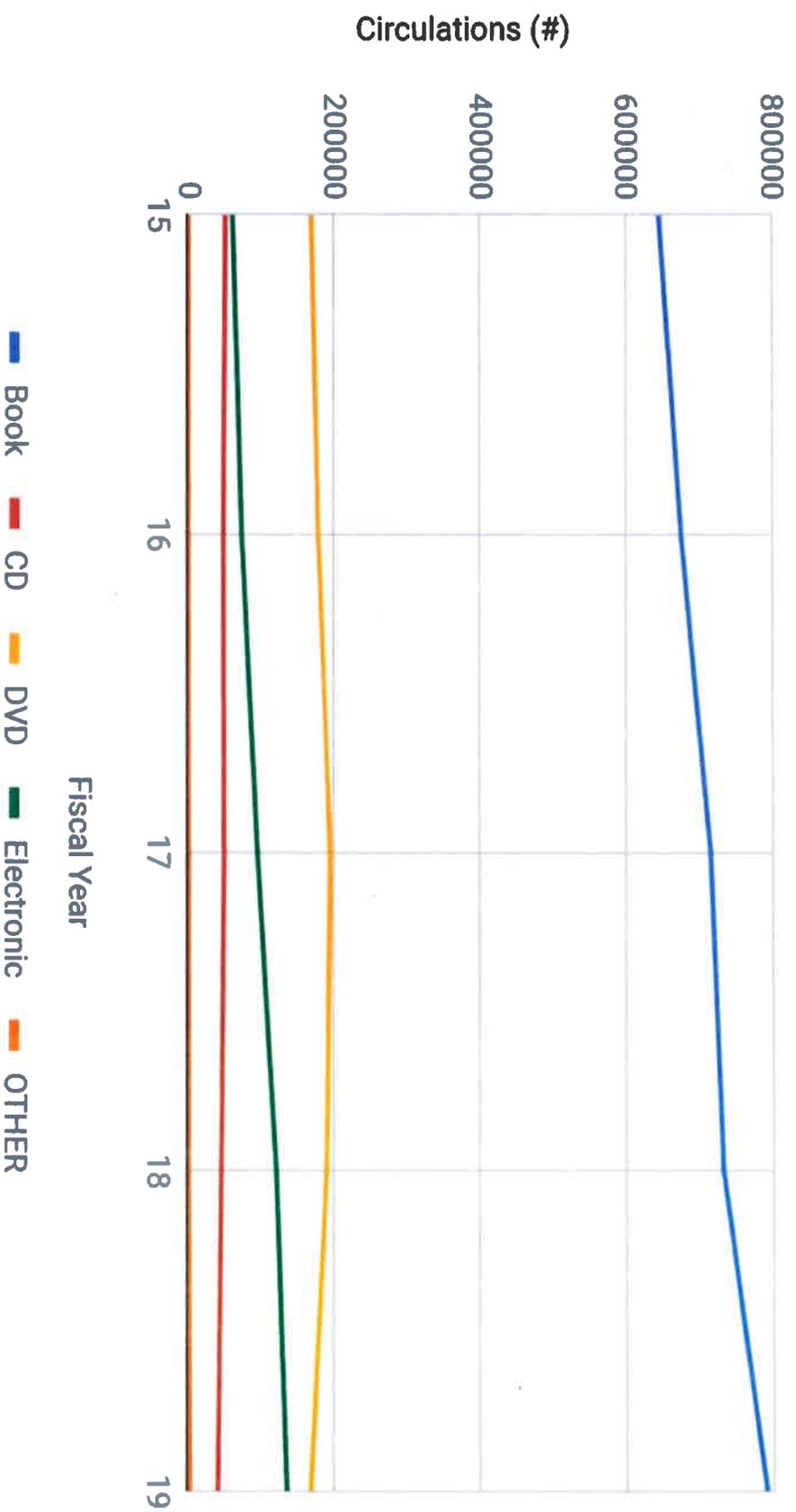
As you know, one of our primary duties is to accept book donations and convert them to cash for CPL programs. We are excited about our new strategy for book sales. In the past we relied on 2 large sales per year, but now we are going to be doing at least monthly popup sales. Our first will be a tent and table at Nightfall (probably July 19). And we will be at all the major library events.

If you think of any event that FOL could set up a tent and table to sell a few books, please let us know. We want to get out in the community and spread the word about FOL and the Library.

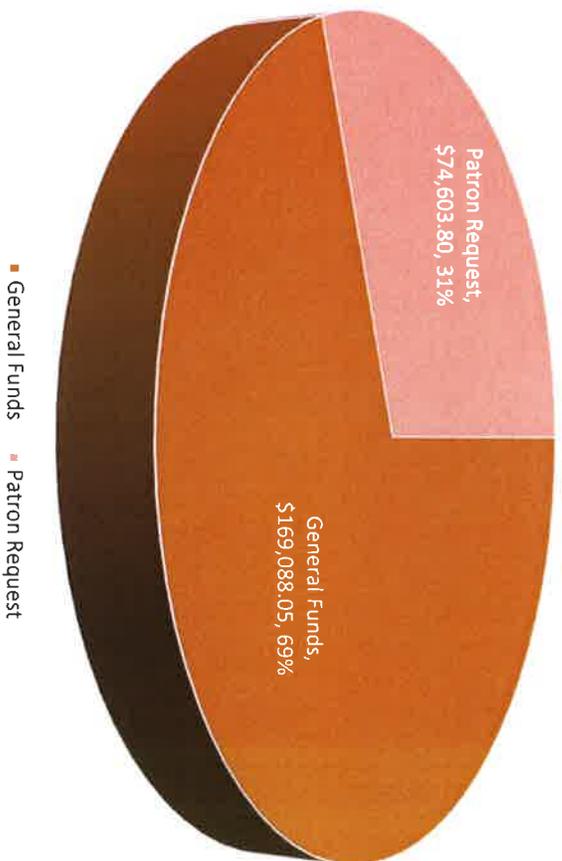
Best,

Sharon

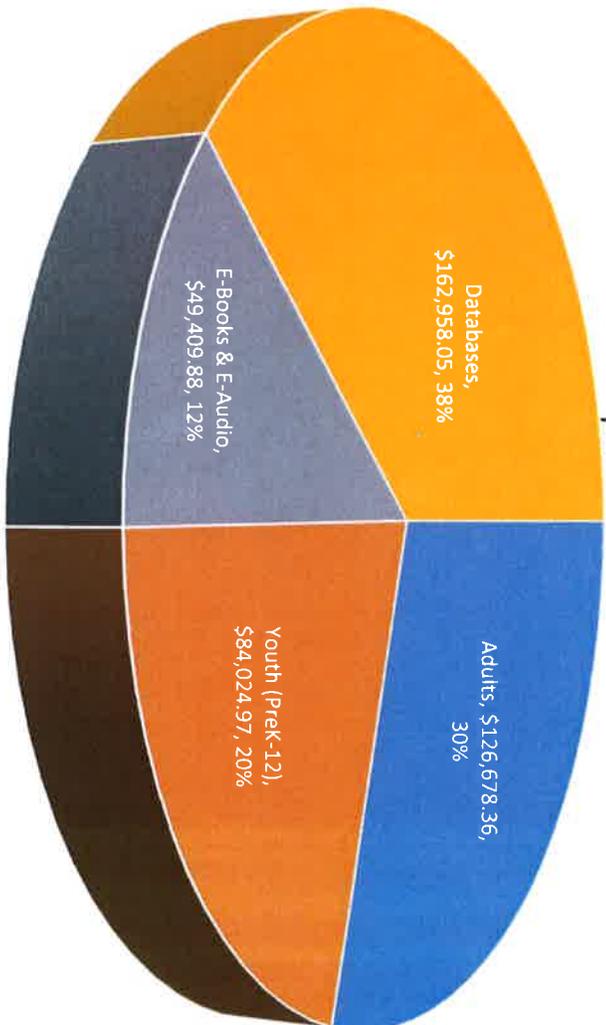
Circulations by Type from Stat Code



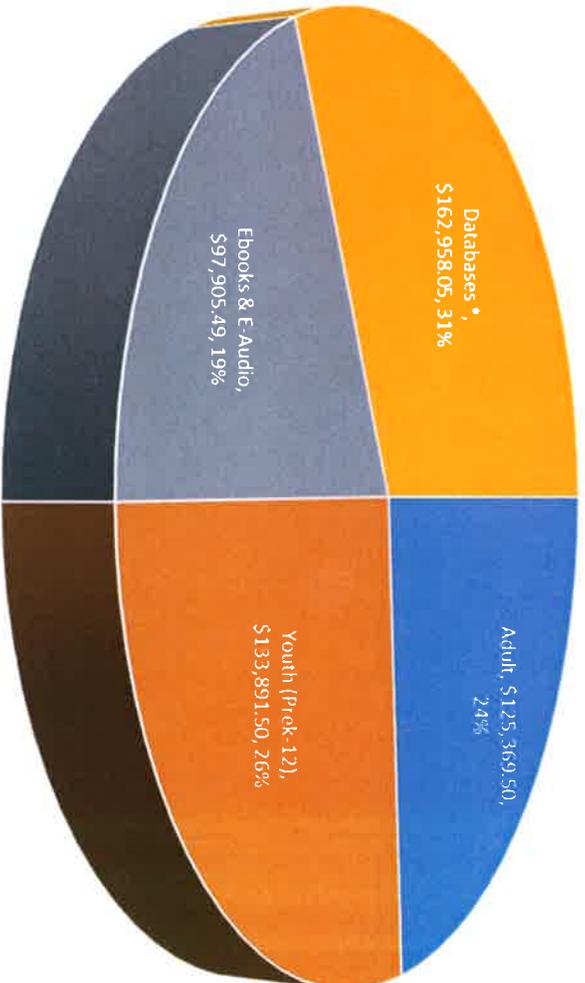
General Funds vs Patron Requests 2018/2019



Funds Spent 2018-2019



Suggested Funds 2019/2020



- Adult
- Youth (Prek-12)
- Ebooks & E-Audio
- Databases*

Travel Report

August-September Travel

Corinne Hill, Library Director

August 15-30, 2019 Attending the International Federation of Library Associations' Annual and Satellite Conference in Rome, Italy and Athens Greece. Corinne is on the Public Libraries Standing Committee. She is giving a presentation on the evolution of the 4th Floor makerspace, and serving on the Library Services to Refugees committee to develop guidelines for library services to refugees, immigrants, and migrants. August 19th & 20th will be vacation days during the trip. Paid for by the Friends of the Chattanooga Public Library.