

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MAY 15, 2019
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on May 15, 2019 at 12:00 p.m. with Board Chair-Elect, Susan Robinson, presiding.

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

Erik Broeren
Jessica Friedowtz
Kim Gavin
Karen McMahan
Sara McManus
Susan Robinson
William Sundquist

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Natalie Phillips, Finance Manager; and Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE APRIL 17, 2019 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the April 17, 2019 board 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: 16% remaining of the operating budget to be received within the fiscal year.

Expenditures: 18% remaining of the operating budget to be expended within the fiscal year.

The percentage remaining of the operating budget to be expended has jumped from 33% in March to 18% in April. This is due to the Library Board approved transfer of \$500,000 from the Library operating reserve fund to Capital HVAC, Electrical, and Roofing project.

Received the bi-annual distribution (2 of 2) for Noone and Keemer Endowments as follows:

Noone Endowment-\$53,942.07

Keemer Endowment-\$717.31

FY19 State Metro Library Services Grant reimbursement was received for the amount of \$48,700 completing the grant.

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:**

Ms. Natalie Phillips, Finance Manager gave the report as follows:

- Q4 2018 returns down due to proposed interest rate increases by Fed and shutdown
- Q1 2019 S&P (primary benchmark) up 13%
 - Rebound of tech stocks
 - Our endowment balance ended 3/31/19 at \$5.3M making up for most Q4 2018 losses
 - We have one more distribution to receive from Stong trust
 - All funds we hold outperforming their benchmarks YTD
- **Fund change**
 - We decided to replace MLP (gas pipeline) fund with Principal fund institutional share class holding real assets
 - Will further diversify us in an asset class that tends to have low correlation with market
- Signs of economic slowdown in the next 12-24 months
 - Weakening but healthy market

Nominating Committee:

Ms. Susan Robinson, Board Chair- Elect reported as follows:

The nominating committee met on May 1, 2019 and recommends Mr. William Sundquist for Board Chair- Elect to be voted on at the library board annual meeting on June 19, 2019. Ms. Susan Robinson will fill Theresa Liedtka's position as Board Chair. Ms. Sarah Hope, Board Treasurer and Mr. Dan Walker, Board Secretary will remain in their respective positions.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board to approve a motion to accept the gift of materials in the amount of \$100,000.00 from the State of Tennessee on Wednesday, May 15, 2019. The letter is attached and made part of these minutes.

Mr. William Sundquist made a motion to accept the gift of materials in the amount of \$100,000.00 from the State of Tennessee on Wednesday, May 15, 2019. Ms. Jessica Friedowitz seconded the motion. The motion was approved and carried.

Ms. Hill told the Board how proud she was of the library selection staff who were prepared and ready with a material selection plan so they can meet the State of Tennessee's June 12, 2019 deadline.

Ms. Corinne Hill presented a powerpoint to the Board to explain the restructuring of Collection Services and the Business Office. The powerpoint is attached and made a part of these minutes.

Ms. Hill updated the Board on the budget. The budget remains flat but we feel confident library operations will remain the same. We feel positive we will get the capital money we need although we haven't received confirmation as of yet.

The large library roof will be finished this week but smaller roofs will continue to be replaced during construction. Tuesday, the contractors are closing 11th street and bringing in a crane to remove the old boiler and chiller, and flying in the new boiler and chiller.

Ms. Hill reminded the Board the annual meeting will be Wednesday, June 19, 2019 from noon until 2:00 p.m. Lunch will be served. Ms. Hill spoke with the staff about what programs they would like to present regarding the library at the annual meeting. Suggestions are as follows:

- Tool Library
- Maker Faire
- Safety
- South Chattanooga and Northgate Branch Gardens
- Uno X Uno
- Free lunches
- Online Renewal
- HVAC

The Board would like to hear about all the topics.

Ms. Karen McMahon wanted to know if the Board had to receive Board Ethics Training during the annual meeting. Ms. Hill replied that the City Attorney's Office has compiled a compliance manual for new board members. If the Board promises to read it, the manual can serve as your board ethics training for the year. It will be sent out in an e-mail to all library board members.

Ms. Hill informed the Board she met with the Chattanooga History Center Collection group regarding the upcoming move of textiles and artifacts from UTC to Chattanooga Public Library.

Ms. Hill advised the Board that Ana McCranie, Public Relations Coordinator resigned from the library, and that the position has been posted for new candidates

Ms. Hill reminded the Board that the library will be closed on Monday, May 27, 2019 in observance of Memorial Day.

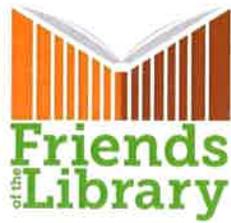
Theresa Liedtka, Board Chair's cocktail party will be held July 9th from 5:00-7:00 p.m.

No travel report this month.

Ms. Susan Robinson adjourned the meeting at 12:40 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-Elect



Friends of the Library Report

May 15, 2019

Dear Library Board,

Our Spring Mega Sale was held from April 27th – May 14th at Eastgate Town Center. It was a great event with lots of positive feedback from customers and library patrons.

Reminder – small donation of books (a grocery bag or 2) can be dropped off at any CPL location, and larger donations can be coordinated by calling or emailing our office manager.

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

Best,

Sharon

State of Tennessee



The Secretary of State
State Capitol
Nashville, Tennessee 37243-0305

Tre Hargett
Secretary of State

615-741-2819
Tre.Hargett@tn.gov

May 13, 2019

Ms. Corinne Hill
Executive Director
Chattanooga Public Library
1001 Broad Street
Chattanooga, TN 37402

Dear Ms. Hill,

As you know, in recent years you and your colleagues from Tennessee's four metro library systems have worked diligently to obtain additional state support for the purchase of books for your libraries. Unfortunately, our efforts to receive support in the governor's budget have not been successful.

However, as the result of the good stewardship of the division's directors in the Department of State, an additional \$100,000 has been set aside for materials for each of the four metro library systems in Tennessee. While these funds are being distributed on a nonrecurring basis, I remain committed to helping you achieve additional recurring support in the state budget.

Tennessee State Librarian and Archivist Chuck Sherrill will be in touch with you about the logistics of how this will transpire. Thank you for the valuable services you provide to one of the four largest cities in Tennessee. I trust this will go a long way to extending your positive impact in your local community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tre Hargett".

Tre Hargett
Secretary of State

Cc: Senator Todd Gardenhire
Senator Bo Watson
Representative Mike Carter
Representative Patsy Hazlewood
Representative Esther Helton

Representative Robin Smith
Representative Yusuf Hakeem
Mayor Andy Berke
State Librarian and Archivist Chuck Sherrill

Business and Collection Services

Restructure for Efficiency and

Continuous Improvement

Business and Collection Services Restructure

Agenda

- Comprehensive Core and New Services
- Recommended Staffing Change
- Costs of Position Changes
- Division of Work Responsibilities

Comprehensive Core and New Services

- Budget, Finance and Accounting
- All Purchasing Transactions
- Inventory and Collection Management
- New: Payroll
- New: Surplus Process Management
- New: Records Management

LSS vs. Inventory Coordinator

LSS (G12)

- Receiving Materials
- Copy Cataloging
- Order Materials

Inv. Coordinator (G13)

- Receive Any Item
- Manage All Inventory Records
- Execute Any Purchase
- Receive Deposits

Position Adjustments

Current Positions

Fiscal Technician

\$33,479

Library Page PT (1)

\$13,265

Library Svcs Specialist

\$41,444

Proposed Positions

Inventory Coordinator

\$33,127

Library Page PT (2)

\$20,805

Youth Services

Overall additional cost - \$7,188



**BUSINESS AND
COLLECTION SERVICES
OFFICE
NEW SERVICES**

Fiscal Analyst (G17) (Succ. Plan FM)

- Payroll
- Grant Funds Management
- Processing Payments
- Purchase Order Requisitions
- Invoice Confirmation
- Payment Vouchers
- P-Card Reconciliation
- Monitoring Personnel Authorizations vs. Budget

Finance Manager (G25)

- Management of staff
- Establish schedules and manage all finance, accounting, and purchasing activities
- Backup for all Fiscal Analyst and Inventory Coordinator
- Records Management (Retention)
- Improvement of reporting and forecasting and connected fund management
- Monitor, research and incorporate library industry financial trends and practices

Collection and Inventory Services
Head Librarian (G21)

- Current Responsibilities plus:
- Surplus Coordination and Tracking

Inventory Coordinator (G13) (S. Plan FA)

- Daily Deposits/Collection Reports
- Supply Fulfillment and Management
- Inventory Management
- P-Card Document Preparation
- Program Budgeting and Monitoring
- Receiving (including copy cataloging)
- Incoming and Outgoing Mail

Library Page (2 total) (NPG)

- No responsibility change
- Collection Management
- Shelf reading/Materials Inventory

End