CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

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

The Board of Directors of the Chattanooga Public Library met on November 20, 2019 at 12:00 p.m. with Board Chair, Susan Robinson, presiding.

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

Jess Friedowitz
Tom Griscom
Sarah Hope
Karen McMahon
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Mary Jane Spehar, Assistant Director; Natalie Phillips, Finance Manager; Valerie Malueg, City Attorney; Heidi Perez, Intern; Christina Sacco, Public Relations Coordinator; Rachel Jorgensen, Multimedia Designer; Hannah Oliver, UTC Social Work Intern; and Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE OCTOBER 16, 2019 BOARD MEETING

Mr. Dan Walker made a motion that the minutes of the October 16, 2019 board meeting be approved. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 65% remaining of the operating budget to be received within the fiscal year.

Expenditures: 73% remaining of the operating budget to be expended within the fiscal year.

Notes: Received annual distribution (1 of 2) from Noone $28,495.68 and Keemer $336.20 endowments.

FRIENDS OF THE LIBRARY REPORT:

No Friends Report this month.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board for a motion to approve an increase in the Mad Priest Coffee Roasters' blanket contract #542872 in the amount of $15,000.

Ms. Karen McMahon made a motion to approve an increase in the Mad Priest Coffee Roasters' blanket contract #542872 in the amount of $15,000. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve an increase in the Certified Maintenance Janitorial Services blanket contract #551614 for $20,000.

Ms. Jess Friedowitz made a motion to approve an increase in the Certified Maintenance Janitorial Services blanket contract #551614 for $20,000. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board to approve a motion for the Overdrive blanket contract service platform fee in the amount of $9,000 for a 12 month period with two-12 month options to renew.

Ms. Karen McMahon made a motion to for the Overdrive blanket contract service platform fee in the amount of $9,000 for a 12 month period with two-12 month options to renew. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve awarding the Chattanooga Public Library HVAC and Electrical Renovations-Phase Two Contract to J & J Construction for a contract amount of $1,790,000 and a contingency amount of $179,000 for a total not to exceed $1,969,000.

Mr. Tom Griscom made a motion to approve awarding the Chattanooga Public Library HVAC and Electrical Renovations-Phase Two Contract to J & J Construction for a contract amount of $1,790,000.00 and a contingency amount of $179,000.00 for a total not to exceed $1,969,000.00. Ms. Susan Robinson seconded the motion. The motion was approved and carried.

Ms. Corinne Hill informed the Board that we will be entering a requisition for Alternative Actions for asbestos removal related to Phase Two of our construction project in the amount of $19,890.00

Ms. Hill asked the Board to review and approve a library card statement for staff to use when questioned why residents who live outside the city limits of Chattanooga have to pay $50.00 for a card. After much discussion the library card statement was approved with changes.

Ms. Jess Friedowitz made a motion to approve the library card statement for staff to use when questioned why residents who live outside the city limits of Chattanooga have to pay $50.00 for a card with requested changes by the Board. Mr. Tom Griscom seconded the motion. The motion was approved and carried.

The library card statement is attached and made a part of these minutes.

Ms. Natalie Phillips, Library Fiscal Manager, gave an update on the BFO process for the upcoming year. During pre-submission of BFO's we made 4 offers to include:

Library Services offer for operations is just under 7. 9 million. $360,000 less than last year. The difference is due to staffing changes and the Avondale Branch is now funded.

The other 3 offers are Capital:

1. Library shelving at Northgate branch and Downtown $300,000
2. Public computer desk replacement $24,000
3. Library Children's area roof replacement $155,000

Ms. Hill stated she is on the capital review committee again this year.

Ms. Hill introduced Hannah Oliver, Social Work Intern from UTC. Ms. Oliver presented a power point to the Board regarding her internship at the Downtown Library this school year 2019-2020. The power point is attached and made a part of these minutes.

Ms. Corinne Hill introduced Christina Sacco Library Public Relations Coordinator. Ms. Sacco shared a power point presentation updating the Board about the library awareness campaign. The power point is attached and made a part of these minutes.

Ms. Hill informed the Board that Avondale opens this Saturday, November 23, 2019. There will be a ribbon cutting beginning at 1:00 p.m.

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

Ms. Hill informed the Board that we will be closed for Thanksgiving beginning at 6:00 p.m. on Wednesday, November 27, 2019 and reopening on Saturday, November 30, 2019.

Ms. Hill asked the Board if they wanted to cancel or meet for their regularly scheduled December board meeting? The Board decided that they would meet in December.

The Board will meet Wednesday, December 18, 2019 at 12:00 p.m. in the 3rd floor board room of the downtown library.

The board meeting adjourned at 1:05 p.m.

Mr. Dan Walker, Board Secretary

Chattanooga Public Library

Board Statement Regarding Library Cards for Non-City Residents

Chattanooga Public Library is funded by the City of Chattanooga taxpayers. People who live within the city limits of Chattanooga, own property or a business within the city limits of Chattanooga, or who work for the City of Chattanooga receive their library cards at no cost. The Library also provides free library cards to all currently enrolled Hamilton County Public School students regardless of where they reside.

Non-city residents who do not own a business or property within the city, work for the city or attend a Hamilton County Public school can purchase a full access library card for $50 per year. Non-residents may also elect to complete 20 hours of volunteer work annually at any Library location and then receive their card for free, for one year.

Hamilton County residents who question the non-resident charge should speak with their Hamilton County Commissioner.

For Volunteer opportunities contact:

Avondale Branch
Manager-423-643-6998

Eastgate Branch
Manager-423-643-7770

Downtown Branch
Volunteer Coordinator-423-643-7742

Northgate Branch
Manager-423-643-7785

South Chattanooga Branch
Manager-423-643-7780

1001 Broad Street
Chattanooga, TN 37402

423.643.7700
chattlibrary.org

Travel Report

November 2019-January 2020 Travel

Sheldon Owens, Manager Local History and Genealogy

January 15-18, 2020 Attending the Americans and the Holocaust orientation workshop at the United States Holocaust Memorial Museum in Washington, D.C. Paid for by the American Library Association