

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-FEBRUARY 19, 2020
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on February 19, 2020 at 12:00 p.m. with Board Chair, Susan Robinson, presiding.

Mr. William Sundquist called the roll. The following members were present:

Jess Friedowitz
Sarah Hope
Karen McMahan
Sara McManus
Susan Robinson
William Sundquist

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Michael Watson, Development Director; Natalie Phillips, Finance Manager; Christina Sacco, Public Relations Coordinator, Library; Valerie Malueg, City Attorney; Barabara Kreischer, Eastgate Library Branch Manager; and Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE JANUARY 15, 2020 BOARD MEETING

Ms. Sarah Hope made a motion that the minutes of the January 15, 2020 board meeting be approved. Ms. Sara McManus seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Sarah Hope, Board Treasurer, reported:

Receipts: 40% remaining of the operating budget to be received within the fiscal year.

Expenditures: 48% remaining of the operating budget to be expended within the fiscal year.

Ms. Sarah Hope gave the Finance Committee report as follows:

Q4 2019 Finance Committee Meeting

2/14/2020

- Market value of all accounts is \$5.78M as of 12/31/2019
- YTD growth of 19.71% (since inception up 6%)
 - o In line with market return of over 17% for 2019 – our accounts are outperforming market benchmark index
- One fund manager still on caution (Victory INCORE Fund for Income I) and is being monitored, but ACG believes will perform well in downturn
- Noone account large cap stocks (35.4% vs range of 25-30%) out of IPS compliance due to removing MLPs, ACG recommended rebalancing which we will do
- Overall economy showed positive signs of health through 2019 and expected to continue through 2020 due to election year
 - o Some weak spots in manufacturing
 - o Volatility seen in response to trade negotiations (and related media headlines and tweets)

FRIENDS OF THE LIBRARY REPORT:

Ms. Susan Robinson, Library Board Chair presented the group's monthly report. A copy of the report is attached and made a part of these minutes.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board for a motion to approve contracts, extensions, and renewals for the following purchases:

1. Purchase for Library Material Recovery and Amounts Owed Collection Services for the Chattanooga Public Library – Blanket Contract Renewal

Estimated \$10,000 Annually for Renewal Period

Year – 3 - 2/20/20-2/20/21

Purchase of Collection Services

Lowest/Best Bidder: Unique Management Services

Ms. Karen McMahon made a motion to approve the contract, extension and renewal for the purchase for Library Material Recovery and Amounts Owed Collection Services for the Chattanooga Public Library – Blanket Contract Renewal

Estimated \$10,000 Annually for Renewal Period

Year – 3 - 2/20/20-2/20/21

Purchase of Collection Services

Lowest/Best Bidder: Unique Management Services

Ms. Sarah Hope seconded the motion. The motion was approved and carried.

2. Purchase for Janitorial Services for the Chattanooga Public Library – Blanket Contract Renewal

Estimated \$40,000 Annually for Renewal Period

Year 3 – 3/19/20 – 3/20/21

Purchase of Janitorial Services

Lowest/Best Bidder: Certified Maintenance

Ms. Sara McManus made a motion to approve the contract, extension, and renewal for the purchase for Janitorial Services for the Chattanooga Public Library – Blanket Contract Renewal

Estimated \$40,000 Annually for Renewal Period

Year 3 – 3/19/20 – 3/20/21

Purchase of Janitorial Services

Lowest/Best Bidder: Certified Maintenance

Ms. Karen McMahan seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to approve, pending City Attorney's Office contract approval, to enter into a 12-month agreement with Cengage Learning, Inc. for Gale Analytics on Demand, an annual online subscription service for marketing action-patron profiles and branch insights in the amount of \$8,820.00 with the option to renew the agreement for two additional 12-month periods.

Ms. Jess Friedowitz made a motion to approve, pending City Attorney's Office contract approval, to enter into a 12-month agreement with Cengage Learning, Inc. for Gale Analytics on Demand, an annual online subscription service for marketing action-patron profiles and branch insights in the amount of \$8,820.00 with the option to renew the agreement for two additional 12-month periods. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to authorize Change Order No.3 for DH&W relative to the Library HVAC and Electrical Design for an increase of \$40,670 for a revised contract amount of \$397,570.00.

Ms. Sarah Hope made a motion to authorize Change Order No.3 for DH&W relative to the Library HVAC and Electrical Design for an increase of \$40,670 for a revised contract amount of \$397,570.00. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to sell the below listed office supplies from the Downtown Library Branch circulation desk

500 Self Seal Mailing Envelopes #10 White Letter
Charge: \$.10 an envelope.

Oxford Two Pocket Folders, Assorted Colors,
Charge: \$1.00 a folder

9 x 12 Clasp Manila Envelopes

Charge: \$.30

Ms. Sara McManus made a motion to sell the below listed office supplies from the Downtown Library Branch circulation desk. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

500 Self Seal Mailing Envelopes #10 White Letter

Charge: \$.10 an envelope.

Oxford Two Pocket Folders, Assorted Colors,

Charge: \$1.00 a folder

9 x 12 Clasp Manila Envelopes

Charge: \$.30

Ms. Corinne Hill asked the Board to approve the addendum to the Board Statement Regarding Library Cards for Non-City Residents to include free library services available without a library card. The first sentence of the third paragraph should end with events. The last sentence of the third paragraph should be removed.

Ms. Karen McMahan made a motion to approve the addendum to the Board Statement Regarding Library Cards for Non-City Residents to include free library services available without a library card. The first sentence of the third paragraph should end with events. The last sentence of the third paragraph should be removed. Ms. Sarah Hope seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board's approval for her travel to attend the Public Library Association Conference in Nashville, TN., February 26-29, 2020. Paid for by the Chattanooga Public Library; Tennessee Library Legislative Day, Nashville, TN., March 10, 2020. Paid for by the Friends of the Chattanooga Public Library; Tennessee for the Arts Legislative Day, Nashville, TN., March 11, 2020. Paid for by Corinne Hill.

Ms. Karen McMahan made a motion to approve Ms. Corinne Hill, Executive Director's travel to attend the Public Library Association Conference in Nashville, TN., February 26-29, 2020. Paid for by the Chattanooga Public Library; Tennessee Library Legislative Day, Nashville, TN., March 10, 2020. Paid for by the Friends of the Chattanooga Public Library; Tennessee for the Arts

Legislative Day, Nashville, TN., March 11, 2020. Paid for by Corinne Hill. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

Ms. Corinne Hill introduced the Board to the new library Development Director, Michael Watson.

Library Awareness Campaign Ad-Hoc Committee will meet to review videos to select the best vendor to produce the videos.

Travel Report

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

Ms. Corinne Hill informed the Board that we are going to try and take a group photo of the Board at the June 17, 2020 annual board meeting for the Annual Report.

Ms. Hill informed the Board that the next board meeting is March 18, 2020

Ms. Valerie Malueg , City Attorney, asked the Board to consider Susan Snuggs written request to have her library privileges reinstated. The Board reviewed her request and the many incident reports of her abusive behavior toward library staff. The Eastgate Library Branch Manager spoke to the Board during the meeting regarding Ms. Snuggs' abusive behavior and language to the staff and library patrons.

The Board considered Ms. Snuggs request to override Ms. Corinne Hill, Library Director's previous decision to not hear Ms. Snuggs' appeal to have her privileges reinstated as she missed the 10-day appeal procedure deadline.

Mr. William Sundquist made a motion to waive the 10-day appeal requirement for Ms. Snuggs to resubmit another appeal for reinstatement of her library privileges. Ms. Sarah Hope seconded the motion. The motion was denied.

Ms. Susan Snuggs privileges will remain revoked until November 21, 2020.

Board member, Karen McMahan, voiced concern over the busy crosswalk at the intersection of Dodds Avenue and Wilcox Boulevard where the Avondale Branch of the Public Library is located. She observed children darting into the street when recently driving past. She suggested

the Library may want to consider a program with regard to children safely crossing the street.

During this conversation board members asked Ms. Hill the current status of operations at the Avondale Branch Library. Ms. Hill reported that on Saturday, February 1, 2020 the YFD Center did not open until 12:30 pm because no YFD staff were on site until that time, and we did not receive any notification or explanation for why the building did not open on time. Library staff reported for work at 9:30 am as scheduled, and there were two programs scheduled before noon. We were unable to notify the public that the programs were canceled nor were we able to notify the public that there was a delayed opening.

The board meeting was adjourned at 1:00 p.m.

A handwritten signature in black ink, appearing to read 'William Sundquist', written over a horizontal line.

Mr. William Sundquist, Chair- Elect



Friends of the Library Report

February 19, 2020

Dear Library Board,

In the last meeting, Michael Watson joined to discuss the strategic review he conducted on the FOL operations, membership, social media, etc. I am happy to provide this if requested.

We focused this meeting on a few items:

1. Approving the 2020 budget. This had to be tabled as we noticed there was an expense which was not relevant to 2020. This was for an administrative assistant for when Dawn, the office manager, was on leave. The revised budget will be presented in the February meeting.
2. Discussion on the presentation of 5 new membership levels, pricing, and benefits. This will be further discussed and voted upon in the February meeting.
3. Discussion on the various grants which still have monies remaining unused which sit below \$100 and how we may be able to consolidate these to be utilized.
4. Introduction of the newest two council members: Sush Shanta and Carlos Hampton

Anne

Travel Report

February-March 2020 Travel

Corinne Hill, Executive Director

February 26-29, 2020 Attending the Public Library Association Conference in Nashville, TN. Paid for by the Chattanooga Public Library.

March 10, 2020 Attending Tennessee Library Legislative Day, Nashville, TN. Paid for by the Friends of the Chattanooga Public Library.

March 11, 2020 Attending Tennessee for the Arts Legislative Day, Nashville, TN. Corinne serves on the Tennessee for the Arts Board. Paid for by Corinne Hill.

February 26-29, 2020 Attending the Public Library Association Conference in Nashville, TN. Paid for by the Chattanooga Public Library.

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| Mary Jane Spehar - | Assistant Director, Downtown Branch |
| Jason Sullivan - | Chief Administrative Officer, Downtown Branch |
| Jaclyn Anderson - | Operations Manager, Downtown Branch |
| Cameron Williams - | Library Services Specialist, Downtown Branch |
| Evelyn Hunter - | Youth Services Librarian, Downtown Branch |
| Janelle Cleaves - | Library Services Specialist, Northgate Branch |
| Andrea Bartlett - | Northgate Branch Manager, Northgate Branch |
| Halle Henderson - | Library Services Specialist, South Chattanooga Branch |
| Crissy Varnell - | Library Services Specialist, Downtown Branch |
| Nel Reid - | Avondale Branch Manager, Avondale Branch |
| Brooke Mars - | Library Services Specialist, Eastgate Branch |
| Carol Guerra - | Library Services Specialist, Downtown Branch |
| Erica deBin - | Library Services Specialist, Downtown Branch |

Carol Guerra, Library Services Specialist

February 23-24, 2020 Attending the U. S. Department of State Awards to accept a special recognition award as a U.S. passport agent in Washington, D.C. Paid for by the Chattanooga Public Library.

Lee Hope, Youth Services Manager

March 11-13, 2020 Attending Public Library Youth Services Leadership Summit in Ft. Lauderdale, FL. Paid for by the Friends of the Chattanooga Public Library.

Evelyn Hunter, Youth Services Librarian

March 11-13, 2020 Attending Public Library Youth Services Leadership Summit in Ft. Lauderdale, FL. Paid for by the Friends of the Chattanooga Public Library.