CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-JANUARY 15, 2020
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on January 15, 2020 at 12:00 p.m. with Board Chair, Susan Robinson, presiding.

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

Erik Broeren
Jess Friedowitz
Kim Gavin
Theresa Liedtka
Karen McMahon
Sara McManus
Susan Robinson
Daniel Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Natalie Phillips, Finance Manager; Ms. Christina Sacco, Library Public Relations Coordinator; Valerie Malueg, City Attorney attended via telephone; and Karen Brown, Executive Assistant.

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

APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2019 BOARD MEETING

Mr. Dan Walker made a motion that the minutes of the December 18, 2019 board meeting be approved. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Manager, reported:

Receipts: 56% remaining of the operating budget to be received within the fiscal year.

Expenditures: 58% remaining of the operating budget to be expended within the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

None

COMMITTEE REPORT:

Finance Committee:

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

Q3 2019 Finance Committee Meeting

- As of 9/30/19, S&P 500 up over 20%
- Library endowment accounts up 13% at 9/30/19
    - Up 15% as of 10/31/19; up 18% as of 11/30/19
    - Much higher returns than expected
- Stong trust will be paid out by March 2021
- John Hancock Disciplined Value (large cap) manager back on caution, but no better funds in alignment with our goals to replace it with
    - This fund owns financials, transportation, defense contractor stocks and should hold up in a downturn
- October 2019 update
    - Potentially looking at over 20% return YTD at end of December for our funds
    - Our portfolio focusing on keeping us safe in downturn

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board for a motion to approve the renewal of the blanket contract year 2 of 3 for a 12 month agreement with Cengage Learning, Inc. for Gale Courses, an annual online learning platform subscription in the amount of $14,489.11

Ms. Kim Gavin made a motion to approve the renewal of the blanket contract year 2 of 3 for a 12 month agreement with Cengage Learning, Inc. for Gale Courses, an annual online learning platform subscription in the amount of $14,489.11. Ms. Theresa Liedtka 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 Envisionware, Inc. for library operations software maintenance and subscription services, in the amount of $30,220.85 with the option to renew the agreement for two additional 12-month periods.

Ms. Kim Gavin made a motion to approve, pending City Attorney's Office contract approval, to enter into a 12-month agreement with Envisionware, Inc. for library operations software maintenance and subscription services, in the amount of $30,220.85 with the option to renew the agreement for two additional 12-month periods. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked Ms. Christina Sacco to update the Board about the library annual report. Ms. Sacco shared a power point presentation, a copy of which is attached and made a part of these minutes.

Ms. Hill reported to the Board that library staff member, Carol Guerra, won a special recognition award in the 2019 U.S. Department of State Awards. This means she is one of 3 passport acceptance agents to be recognized nationwide.

Ms. Hill informed the Board that Sheldon Owens, Local History Department Manager, will be at the Holocaust Museum Exhibit training January 15-17th in Washington, D. C.

Ms. Hill told the Board that she won't be going to a meeting during ALA Midwinter with David Lankes as previously planned. However she will attend via telephone.

Ms. Hill reported that the library had 131 online card renewals during the month of December.

Ms. Hill reported to the Board regarding quarterly statistics. Avondale's circulation was 325 items for the month of December. Avondale had 15,130 visits in December. The door count seems high due to the fact that children are running back and forth between the YFD Center and the library. The door counter counts each time a person passes through them. Avondale logged 1,167 computer sessions that total 1,007 hours 6 seconds of computer time that people are on the Library's public access computers. The computers are an extremely popular service. The Library got a TOPS grant from the state for computer programming. Jake Brown, a former library employee, taught 298 classes using in house chrome books in December. A total of 148 teen/tweens participated in the tech training.

Ms. Karen McMahon asked for an update on our accessibility to Avondale. Ms. Hill reported that we still don't have a key to the building. The City is working on the library employee access cards. Ms. Hill reported that we are still working through issues.

Ms. Hill requested changing the May 20, 2020 Chattanooga Public Library board meeting to May 13, 2020.

Ms. Karen McMahon made a motion to approve changing the May 20, 2020 Chattanooga Public Library board meeting to May 13, 2020. Mr. Dan Walker seconded the motion. The motion was approved and carried.

Ms. Corinne Hill requested changing staff development day from Columbus Day in October to President's Day in February.

Ms. Kim Gavin made a motion to change library staff development day from Columbus Day in October to President's Day in February. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

No travel report

Ms. Hill reminded the Board that the library system will be closed for the Martin Luther King, Jr. holiday on Monday January 20, 2020.

The next board meeting will be February 19, 2020.

Ms. Hill informed the Board that there have been more inquiries about the Hamilton County School Library cards. The Board's response per board member Karen McMahon's request is to add a list of services to the current board statement regarding library cards for non-city residents, to highlight the services that anyone can access without a card.

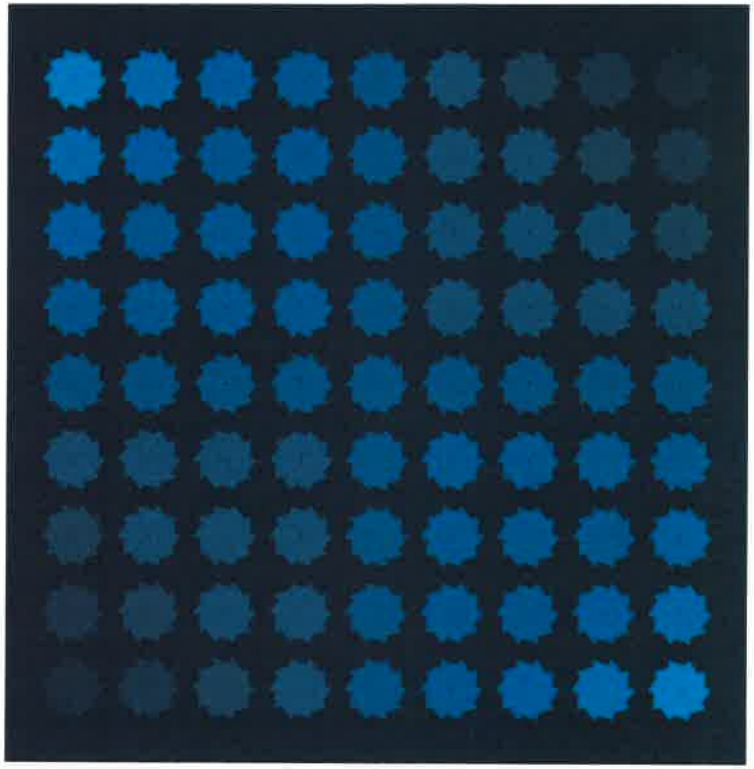
Ms. Hill informed the Board that Ms. Susan Snuggs, a library patron that she suspended the previous month, had contacted Valerie Malueg, City Attorney, in regards to her library suspension.

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

Ms. Susan Robinson, Board Chair

Chattanooga Public Library

Annual Report 2019



1 Introduction

I'm proud to introduce our first Annual Report for the Chattanooga Public Library as a blueprint and measure of how your Library is thriving. The past few years have shown growth and innovation in our spaces. We have added 126 programs and events and have increased our circulation by 6.7% compared to last year. We are proud to be a Library visited by _____ people a day.

This year we did an in-depth look into the Library and how we can better improve our services and reach to our community. Results from that study showed our need to _____. These recommendations will be implemented in the next few years to better improve our patrons and our community.

As you turn the pages I hope you see the impact the Chattanooga Public Library has on our community. From being the home for early literacy skills for toddlers and children through classes like Baby Bounce, Toddler Time, and Preschool Storytime to being an inclusive and creative space for minds and makers through our Studio and 4th Floor Maker Space. The Library is a place for everyone.

Corinne Hill
Executive Director
Chattanooga Public Library

Mission

To be the community's catalyst for lifelong learning.

Vision

An inspired, connected, and engaged Chattanooga.

Values

- Accessibility, Inclusivity, and Diversity
- Communication Building
- Education and Intellectual Freedom
- Enhancement of the Quality of Life
- Innovation and Responsiveness
- Trustworthiness

7 Programming

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9 Service Plan

Avondale Branch

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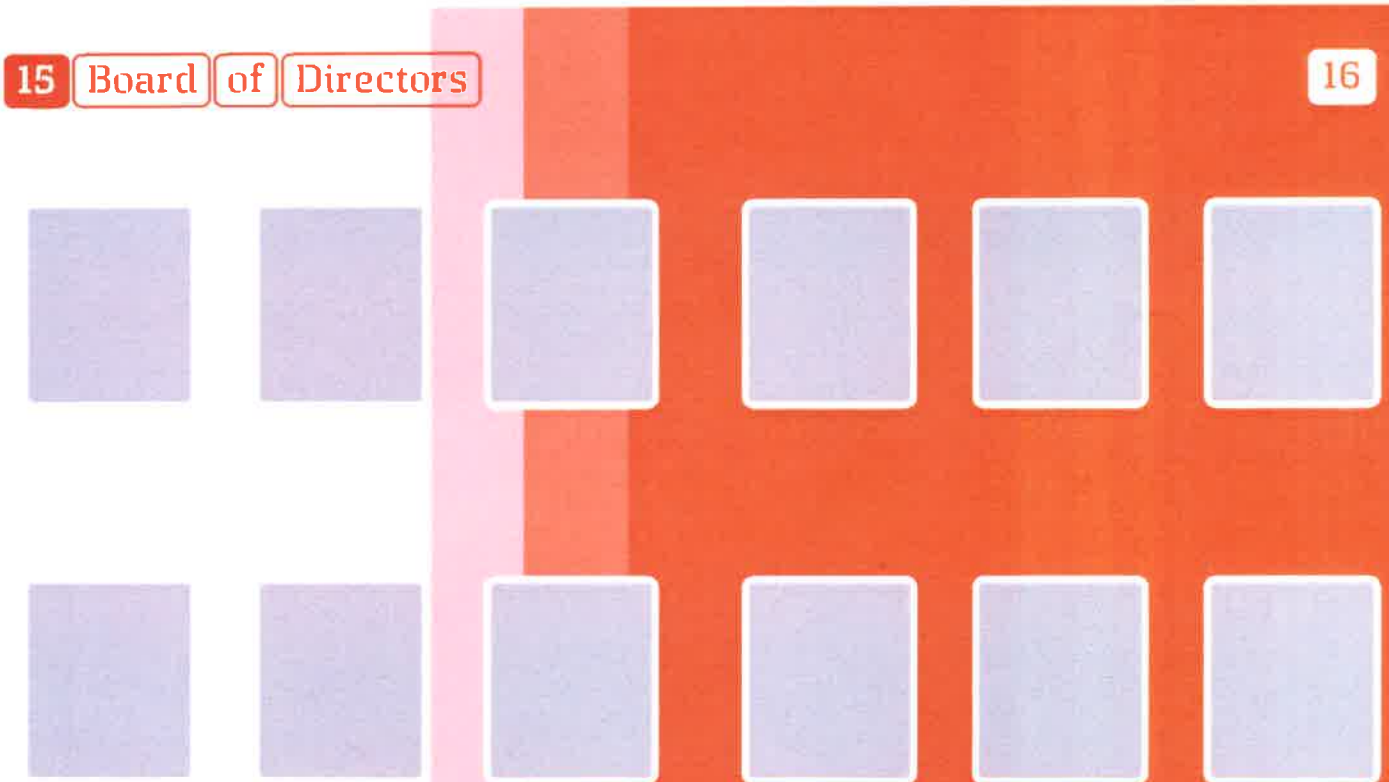

17 Looking Forward

Chattanooga Public Library
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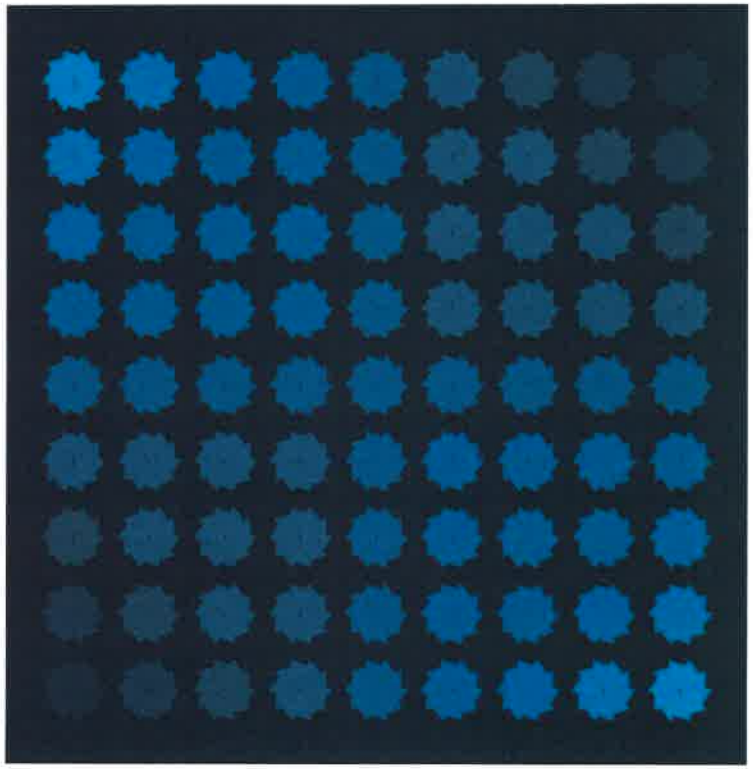
37402

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