

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MARCH 18, 2020
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met on March 18, 2020 at 12:00 p.m. with Board Chair-Elect, William Sundquist, presiding.

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

Kim Gavin
Tom Griscom
Theresa Liedtka
Karen McMahan
Sara McManus
William Sundquist

Please note that 6 board members attended the meeting in person therefore constituting a quorum. Susan Robinson, Board-Chair and Valerie Malueg City Attorney telephoned into the meeting. Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Natalie Phillips, Finance Manager; and Karen Brown, Executive Assistant. Mary Jane Spehar, Assistant Director and Christina Sacco, Public Relations Coordinator, Library were not in attendance of the meeting but nearby to answer any Board questions.

Mr. William Sundquist, Board Chair-Elect called the meeting to order.

APPROVAL OF THE MINUTES OF THE FEBRUARY 19, 2020 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the February 19, 2020 board meeting be approved. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Manager, reported:

Receipts: 32% remaining of the operating budget to be received within the fiscal year.

Expenditures: 40% remaining of the operating budget to be expended within the fiscal year.

FRIENDS OF THE LIBRARY REPORT:

Mr. William Sundquist commented that a copy of the report is attached and made a part of these minutes.

COMMITTEE REPORT:**Ad-Hoc Committee:**

Ms. Corinne Hill reported to the Board that the committee met and selected Humanaut to produce the video for the Library Awareness Campaign. They have proposed using the full \$25,000 budget to produce one feature video and two cut down versions to be used for digital and tv advertising, negotiate all talent and music licensing, and produce 3 different billboard concepts. Ms. Karen McMahon commented that she and Mr. Tom Griscom participated in the committee to choose this company and both felt good about the recommendation.

Mr. Tom Griscom made a motion to approve Humanaut to produce the video for the Library Awareness Campaign. Ms. Karen McMahon seconded the motion. The motion was approved and carried.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board for a motion to approve contracts, pending legal approval for the following purchases:

1. Purchase for Proquest Online Resource Ancestry for the Chattanooga Public Library – Blanket Contracts

Requisition #SR-7448

Estimated Annually and for each Renewal Period

Year 1 – 5/1/2020 – 4/30/2021 \$6,478.78 with the option of 2 annual renewals:

Year 2 - 5/1/2021 – 4/30/2022 \$6,737.93, Year 3 - 5/1/2022 – 4/30/2023 \$7,007.45

Purchase of Ancestry

Sole Source: Proquest

789 E. Eisenhower Parkway

Ann Arbor, MI 48108

Ms. Karen McMahon made a motion to approve the contract, pending legal approval for the following purchase Proquest Online Resource Ancestry for the Chattanooga Public Library-Blanket Contract.

Purchase for Proquest Online Resource Ancestry for the Chattanooga Public Library – Blanket Contracts

Requisition #SR-7448

Estimated Annually and for each Renewal Period

Year 1 – 5/1/2020 – 4/30/2021 \$6,478.78 with the option of 2 annual renewals:

Year 2 - 5/1/2021 – 4/30/2022 \$6,737.93, Year 3 - 5/1/2022 – 4/30/2023 \$7,007.45

Purchase of Ancestry

Sole Source: Proquest

789 E. Eisenhower Parkway

Ann Arbor, MI 48108

Ms. Kim Gavin seconded the motion. The motion was approved and carried.

2. Purchase for Proquest Online Resource Sanborn Maps for the Chattanooga Public Library – Blanket Contracts

Requisition # SR-7449

Estimated Annually and for each Renewal Period

Year 1 – 5/1/2020 – 4/30/2021 \$2,184.83 with the option of 2 annual renewals:

Year 2 - 5/1/2021 – 4/30/2022 \$2,272.22, Year 3 - 5/1/2022 – 4/30/2023 \$2,363.10

Purchase of Sanborn Maps

Sole Source: Proquest

789 E. Eisenhower Parkway

Ann Arbor, MI 48108

Ms. Kim Gavin made a motion to approve the contract, pending legal approval for the following purchase Proquest Online Resource Sanborn Maps for the Chattanooga Public Library-Blanket Contract.

Purchase for Proquest Online Resource Sanborn Maps for the Chattanooga Public Library – Blanket Contracts

Requisition # SR-7449

Estimated Annually and for each Renewal Period

Year 1 – 5/1/2020 – 4/30/2021 \$2,184.83 with the option of 2 annual renewals:

Year 2 - 5/1/2021 – 4/30/2022 \$2,272.22, Year 3 - 5/1/2022 – 4/30/2023 \$2,363.10

Purchase of Sanborn Maps

Sole Source: Proquest

789 E. Eisenhower Parkway

Ann Arbor, MI 48108

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

3. Purchase for Patron Point for the Chattanooga Public Library – Blanket Contracts

Requisition # SR-8078

Estimated Annually and for each Renewal Period

Year 1 – 4/1/2020 – 3/31/2021 \$14,500 with the option of 2 annual renewals:

Year 2 - 4/1/2021 – 3/31/2022 \$12,000, Year 3 - 4/1/2022 – 3/31/2023 \$12,000

Purchase of Patron Point Marketing Automation System

Ms. Sara McManus made a motion to approve the contract, pending legal approval for the following purchase Patron Point for the Chattanooga Public Library-Blanket Contract.

Purchase for Patron Point for the Chattanooga Public Library – Blanket Contracts

Requisition # SR-8078

Estimated Annually and for each Renewal Period

Year 1 – 4/1/2020 – 3/31/2021 \$14,500 with the option of 2 annual renewals:

Year 2 - 4/1/2021 – 3/31/2022 \$12,000, Year 3 - 4/1/2022 – 3/31/2023 \$12,000
Purchase of Patron Point Marketing Automation System

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

Ms. Corinne Hill asked the Board for a motion to accept the new pricing for the Gale Analytics on Demand which increased from what we accepted at the February 19, 2020 board meeting.

Price change Gale Analytics on Demand from \$8,820 annually to correct finalized amounts:

Year 1 – 1/26/20 – 1/25/21 \$9,261.00
Year 2 – 1/26/21 – 1/25/22 \$9,492.54
Year 3 – 1/26/22 – 1/25/23 \$9,729.84

Mr. Tom Griscom made a motion to accept the new pricing for the Gale Analytics on Demand which increased from what we accepted at the February 19, 2020 board meeting.

Price change Gale Analytics on Demand from \$8,820 annually to correct finalized amounts:

Year 1 – 1/26/20 – 1/25/21 \$9,261.00
Year 2 – 1/26/21 – 1/25/22 \$9,492.54
Year 3 – 1/26/22 – 1/25/23 \$9,729.84

Ms. Sara McManus seconded the motion. The motion was approved and carried.

Ms. Corinne Hill asked the Board for a motion to amend her travel to the Public Library Association Conference in Nashville, Tennessee from February 26-29, 2020 to February 25-28, 2020. Paid for by the Chattanooga Public Library.

Ms. Karen McMahon made a motion to amend Ms. Corinne Hill, Library Director's travel to the Public Library Association Conference in Nashville, Tennessee from February 26-29, 2020 to February 25-28, 2020. Paid for by the Chattanooga Public Library. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

Ms. Hill informed the Board that she has cancelled the previously scheduled trip to the IFLA Mid-Term Conference in Prague. The IFLA Public Library Section will be doing a virtual meeting.

Ms. Hill reported to the Board on Library Legislative Day which she attended because of the parental oversight bill which died in committee. Ms. Hill said she has no idea if we will get state metro funding since the current COVID-19 outbreak has occurred.

Ms. Hill informed the Board that there is a current amendment in the state legislature to extend to all state boards and commissions the ability to conduct virtual meetings during a state of emergency. This would apply to the City Council. This would be voted on before the legislature goes into recess.

Ms. Hill reported to the library board regarding COVID-19 and how it has impacted library operations. The Mayor's State of Emergency closed the Library, Youth and Family Development Centers, and the Eastgate Senior Center to the public beginning March 14, 2020. Staff were expected to report to work unless there was work they could do from home. The library moved to a 9-6 schedule beginning that day. All part-time and non-exempt staff were sent home on Tuesday, March 17, 2020. This constitutes seventy-five percent of our staff. Ms. Hill informed the Board of an FAQ for the public that has been placed on the library's website. The FAQ has been attached and made a part of these minutes.

Mr. Tom Griscom wants it to go on the record that Ms. Corinne Hill, Library Director, has worked the last several years to get the library to the place where patrons can access the library's online resources when it is closed for extended periods of times.

Mr. Tom Griscom suggested that the library contact the media and let them know the ways the library continues to serve the public even though the building is currently closed. He would like data tracked on how much our online resources were used, what worked during this period when the library was closed to the public and what didn't work.

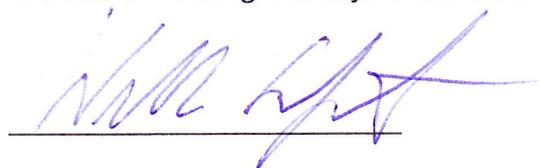
Mr. Tom Griscom made a motion that the Chattanooga Public Library suspend until April 30, 2020 any fines that are due or may come due. Ms. Sara McManus seconded the motion. The motion was approved and carried.

No travel report this month.

Ms. Hill informed the Board that the library will be closed for the Spring Holiday on Friday, April 10, 2020 and Sunday, April 12, 2020.

The next board meeting will be April 15, 2020.

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



Mr. William Sundquist, Board Chair-Elect