

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

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

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

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

Erik Broeren
Jess Friedowitz
Kim Gavin
Tom Griscom
Sarah Hope
Theresa Liedtka
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; Christina Sacco, Public Relations Coordinator, Library; Valerie Malueg, City Attorney.

Ms. Susan Robinson, Board Chair, called the meeting to order. Per Valerie Malueg, City Attorney, each motion to be voted on must have a roll call vote by raising your hand during the zoom meeting.

APPROVAL OF THE MINUTES OF THE MARCH 18, 2020 BOARD MEETING

Ms. Kim Gavin made a motion that the minutes of the March 18, 2020 board meeting be approved. Ms. Theresa Liedtka seconded the motion. The motion was approved by a show of hand roll call vote and carried.

TREASURER'S REPORT:

Ms. Sarah Hope Board Treasurer reported:

Receipts: 24% remaining of the operating budget to be received within the fiscal year.

Expenditures: 33% remaining of the operating budget to be expended within the fiscal year.

NOTES:

Final Distribution of Stong dissolving account – pending

FY20 Bi-annual distribution current checks are being held by ACG.

The Library's revenue update: For the month of March the Library's revenue is down approximately 40% when compared to FY19 revenue. Year to Date the fines and fees have over performed slightly offsetting the decline in other revenue streams. Given the current status, overall revenue projections for the close of the fiscal year will reflect a shortfall of approximately 16%.

Ms. Sarah Hope reported to the Board regarding library endowments and the current market volatility. The report is attached and made a part of the minutes.

FRIENDS OF THE LIBRARY REPORT:

Ms. Corinne Hill, Library Director, commented that a copy of the report is attached and made a part of these minutes.

DIRECTOR'S REPORT:

Ms. Corinne Hill asked the Board to approve the following motions.

Motion to increase the approved funding of appropriations of the following for blanket and purchase contracts for the 2019-2020 budget. Listed are the maximum total allowed expenditure amounts for each vendor for the fiscal year.

1. *Mr. Tom Griscom made a motion to increase the approved funding of appropriations for the*

Purchase for the Supply and Delivery of Library Databases and E- Content Materials for the Chattanooga Public Library – Standard Purchase Contracts

PO# 556324

Overdrive \$100,000 increase to \$200,000

Ms. Karen McMahon seconded the motion. The motion was approved and carried by a show of hand roll call vote.

2. *Mr. Tom Griscom made a motion to increase the approved funding of appropriations for the*

Purchase for Library Cataloging Service for the Materials of the Chattanooga Public Library – Blanket Contract

PO# 556653-1

OCLC \$40,000 increase to \$50,000

Ms. Theresa Liedtka seconded the motion. The motion was approved and carried by a show of hand roll call vote.

3. *Mr. Tom Griscom made a motion to increase the approved funding of appropriations for the*

Purchase for Annual Maintenance Services of the Chattanooga Public Library ILS Systems – Standard Purchase Contract and Blanket Purchase Contracts

PO # 555368

Innovative Interfaces, Inc. \$75,000 increase to \$100,000

Ms. Kim Gavin seconded the motion. The motion was approved and carried by a show of hand roll call vote.

Ms. Sarah McManus made a motion that the Chattanooga Public Library suspend until May 31, 2020 any fines that are due or may come due. Ms. Jess Friedowitz seconded the motion. The motion was approved and carried by a show of hand roll call vote.

Ms. Hill reported to the Board about the ongoing HVAC project at the downtown library. Electricians are currently working in the building. Various areas of the library don't currently have power. We are experiencing a cost savings during the project since contractors don't have to schedule overtime night work to accommodate working around library staff.

Ms. Hill reported to the Board regarding the work from home committees' report she shared with them prior to the board meeting. These committees are working on various assigned tasks such as handling questions from the public via e-mail, helping patrons with downloading e-books, online renewals and card applications, online programs and videos, and making medical masks etc. The report is attached and made a part of the minutes.

Ms. Hill informed the Board an audio that she and Richard Beeland recorded last year for NPR and Story Corps aired on April 21, 2020 in honor of National Library Week.

Ms. Hill told the Board that she contacted the Mayor's office and offered library staff and chrome books with hotspots to help those affected by the tornado that occurred April 12th when applying for TEMA and FEMA assistance.

Ms. Hill reported to the Board regarding digital circulation during the time the library has been shut down for the COVID pandemic. A comparison of digital circulation from March 2019 to March 2020- shows digital circulation up 20%. So far for the period April 1-14, 2020 has shown an increase of 31% in digital circulation.

Mr. Tom Griscom reminded Ms. Hill of the importance of digital circulation usage. He believes that tracking the electronic library usage can be helpful for the future. He thinks it would be good material for a future presentation for the Mayor and City Council if they are looking for an investment in infrastructure coming out of technology. Our library electronic usage and online public engagement statistics during this pandemic shutdown would illustrate future city dollars invested in our library technology are put to good use.

Ms. Christina Sacco will begin giving the Board a monthly public relations report. A portion of the report tracks public engagement for the many staff programming and instructional videos posted online. The report is attached and made a part of the minutes.

Ms. Sacco shared that our library board member, Tom Griscom graciously participated in our celebrity story time videos. He read a book about baseball and shared his baseball memorabilia during the video as well.

Ms. Hill told the Board that she has shared with the Tennessee Secretary of State and State Librarian about the social media response we have been getting since the library shutdown. Especially since Leslie Jordan did his first online story time for us. We have reached 60,000 people for free just by posting our programming videos or story times on Facebook.

There is no travel report this month.

Ms. Hill reminded the Board that they previously voted to change the regularly scheduled May 20, 2020 library board meeting to May 13, 2020. She inquired if they wanted to change it back to May 20, 2020? The Board decided to stay with the May 13, 2020 meeting date.

The next board meeting will be May 13, 2020.

Ms. Jess Friedowitz made a motion to adjourn the board meeting. Ms. Theresa Liedtka seconded the motion. The motion was approved and carried.

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, Board Chair-Elect