

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-MAY 13, 2020  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on May 13, 2020 at 12:00 p.m. with Board Chair, Susan Robinson, presiding. The meeting was recorded via Zoom.

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

Erik Broeren  
Jess Friedowitz  
Kim Gavin  
Tom Griscom  
Sarah Hope  
Theresa Liedtka  
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; Michael Watson, Development Director; Valerie Malueg, City Attorney; Amma Kahn, Fiscal Technician; and Karen Brown, Executive Assistant.

Ms. Susan Robinson, Board Chair, called the meeting to order. Ms. Susan Robinson asked Ms. Corinne Hill, Library Director to remind the Board that each motion to be voted on must have a

roll call vote by raising your hand during the zoom meeting. In addition she asked Board members not to talk over each other during the zoom meeting.

#### **APPROVAL OF THE MINUTES OF THE APRIL 15, 2020 BOARD MEETING**

*Ms. Kim Gavin made a motion that the minutes of the April 15, 2020 board meeting be approved with one correction to change the word video to audio on page 4 of paragraph 5. 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: 16% remaining of the operating budget to be received within the fiscal year.

Expenditures: 24% remaining of the operating budget to be expended within the fiscal year.

#### **FRIENDS OF THE LIBRARY REPORT:**

Ms. Corinne Hill, Library Director gave the Friends of the Library report. The report is attached and made a part of the minutes.

#### **DIRECTOR'S REPORT:**

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

##### **PURCHASES:**

Ms. Corinne Hill, Library Director, briefed the Library Board of Directors on the following proposed purchases: Motion for approval for the blanket contract pending legal approval for the following purchase:

##### Purchase for the Online Database Reference USA by Infogroup for the Chattanooga Public Library – Blanket Contract

Blanket Contract 1 – 12 month period with 4 additional annual renewal options  
Estimated \$8,643 Annually for Renewal Period

Purchase of Online Database for Patron Use and Research  
Lowest/Best Bidder: Infogroup  
PO Box 957742  
St. Louis, MO 63195

*Ms. Theresa Liedtka made a motion to approve the blanket contract pending legal approval for the purchase of the Online Database Reference USA by Infogroup for the Chattanooga Public Library. Ms. Sara McManus seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

Ms. Corinne Hill asked the Board to approve a motion that the Chattanooga Public Library suspend until June 15, 2020 any fines that are due or may come due.

*Ms. Sarah Hope moved that the Chattanooga Public Library suspend until June 15, 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. Corinne Hill gave an FY '21 budget update to the Board. The funds that were allocated for metro libraries in the State's early budget did not survive the amended budget and we do not expect the funds to be added back into the final budget for FY '21. Ms. Hill reported that our budget from the city remains flat, and she hopes it remains that way.

Ms. Corinne Hill gave the Board an HVAC project update. The power is down at the library today. Power will be out on Memorial Day weekend for the HVAC project. The project is on target to be completed by October. The contractors flew in equipment this weekend and 11<sup>th</sup> between Broad and Carter streets was closed down for the installation.

Ms. Corinne Hill provided an update on COVID. The City has formed committees to address reopening issues. Ms. Hill reported she will serve on the Personnel Policies committee. She appointed Ms. Lee Hope, Children's Services Coordinator, for the Morale and Employee Help committee. Mr. Jason Sullivan, Chief Administrative Officer, will serve on Training and Communication in the Workplace. Ms. Mary Jane Spehar, Assistant Director, will serve on Personal Protective Equipment and being Safe in the Workplace. Ms. Hill reports we are working on our reopening plans. She has looked at the State of Tennessee and Nashville's reopening plans for ideas and guidance. The library is in Phase 1 of our reopening plan. The library has 33,000 items out that need to be brought back. We will need to quarantine those materials. All library facilities have been deep cleaned. We have a team planning curbside pickup for our patrons. We are continuing to work from home. Some managers and the administrative team have been in the building. The reopening plan is fluid; it changes all the time. There has been no city wide announcement of when we will reopen. Ms. Hill wants to be

prepared to open when the announcement is made. Ms. Hill shared the Library's reopening plan with the Board via e-mail prior to the meeting. The reopening plan is attached and made a part of the minutes.

We are seeking grant funding from the CARES program for safety equipment and video conferencing equipment. We will also use the grant money to purchase plexiglass to use at our public service desks. Ms. Hill explained that she is talking with her colleagues about the different services we could continue to offer that have stemmed from this pandemic. Ms. Hill mentioned online card renewal services, and a change in the way our staff work. Our staff have been working in teams since we shut down the building for the pandemic and it has been very successful. Mr. William Sundquist asked for a report of what the next normal for the library would be. Ms. Hill is thinking of what we could do moving forward to make the shift of our library services after the pandemic even better. This will be part of Ms. Hill's annual report to the Board.

Ms. Christina Sacco presented a monthly public relations report that included social media statistics. Social media followers increased by 2,000 for the month of April. Our social media engagements were 105,000 for the month. The report is attached and made a part of the minutes.

Ms. Sacco reported that Pass It Down "created an online gallery that is dedicated to people in the community to share their COVID stories." The Library has already uploaded their stories.

Ms. Hill presented a report on digital usage which included a 42% increase in the use of the digital collection for April of this year in comparison to last year. The library shifted materials funding to electronic books in March. Overall circulation is down 74% because of our shutdown during the pandemic. Ms. Hill reported the numbers would be much worse if we did not have the digital circulation. The report is attached and made a part of these minutes.

Ms. Hill informed the Board that the annual meeting will be June 17, 2020 from 12:00 p.m.-2:00 p.m. Ms. Hill stated that she will present a "State of the Library Report". Mr. Michael Watson, Library Development Director, will present the board members with the Library Development Plan. Ms. Christina Sacco, Public Relations Coordinator will share with the Board a "mock up" of the Library Annual Report for their review.

Ms. Hill informed the Board that she will contact Valerie Malueg, City Attorney, concerning the Annual review of the board by-laws. We will be sending the by-laws out before the meeting so that board members can review them and suggest any changes.

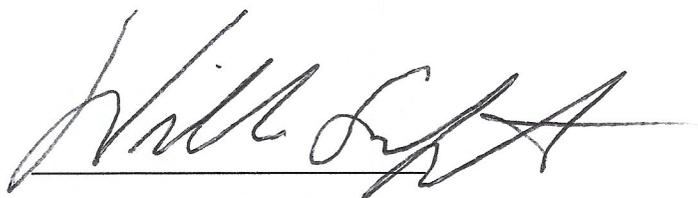
There is no travel report this month.

Ms. Hill reminded the Board that the Library will be closed on Monday, May, 25, 2020 in observance of the Memorial Day holiday.

Ms. Susan Robinson recognized public comment in the chat portion of the zoom meeting. Ms. Hill said she would address Laura, an attendee from the public on the zoom meeting. Laura's question is what if we can't wear a mask and want to use the library? Ms. Hill replied, "that the City is working to answer that question."

Laura also asked if there is anyway the community can assist in the library reopening? In addition she is looking forward to curbside service. Ms. Hill replied "that the community could assist by bringing back checked out materials to our outside library book drops."

*Mr. William Sundquist made a motion to adjourn the board meeting at 12:59 p.m. Ms. Kim Gavin seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

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

Mr. William Sundquist, Board Chair-Elect