

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
ANNUAL AND REGULAR BOARD OF DIRECTORS' MEETING-JUNE 17, 2020  
12:00-2:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on June 17, 2020 from 12:00-2:00 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  
Tom Griscom  
Sarah Hope  
Theresa Liedtka  
Karen McMahan  
Sara McManus  
Susan Robinson  
William Sundquist

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

Ms. Susan Robinson, Board Chair, called the meeting to order. In addition Ms. Robinson relayed to the public attending the meeting via zoom that they will be given 2 minutes to speak during the public comment section of the agenda, and address the Board according to Chattanooga Public Library Bylaws section 5.8.

**APPROVAL OF THE MINUTES OF THE MAY 13, 2020 BOARD MEETING**

*Ms. Sara McManus made a motion that the minutes of the May 13, 2020 Regular Board of Directors' meeting be approved. Mr. Erik Broeren seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

**BOARD ETHICS TRAINING:**

Ms. Corinne Hill, Library Director, reminded the Board that they were sent an electronic version of the Governance Guide for Public Officials and Citizen Volunteers to read and review. This replaces the need for Board Ethics Training during the annual meeting.

**TREASURER'S REPORT:**

Ms. Sarah Hope, Board Treasurer reported:

Receipts: 8% remaining of the operating budget to be received within the fiscal year.

Expenditures: 17% remaining of the operating budget to be expended within the fiscal year.

Notes:

Received final distribution for Stong Gift in the amount \$59,692.38-Stong gift dissolved

Received bi-annual distribution for endowments for Noone \$45,535.62 and Keemer \$590.83

Transfer from operating \$21,872.38 completing FY20 LSTA Grant

**FRIENDS OF THE LIBRARY REPORT:**

No Friends' report this month

**COMMITTEE REPORTS:****ByLaws Committee:**

Ms. Corinne Hill relayed to the Board that she is rescinding the suggested bylaw amendment after consulting with City Attorney, Valerie Malueg and board member Tom Griscom. She concluded that the amendment is no longer necessary.

**Finance Committee:**

Ms. Sarah Hope reported that the Finance Committee met with Kurt Hennek of Atlanta Consulting Group in May regarding the library's investments. Please see her report below.

**Q1 2020 Finance Committee Meeting****Q1 2020 Finance Committee Meeting**

- Market value 3/31/20 was \$4.92M
- YTD 3/31/20 down 12% as compared with benchmark down 15%
- 2 funds on caution but no plan to change currently during economic downturn

**May 2020 Update**

- Gradual economic reopening and positive COVID news led to improvement in markets
- YTD 5/31/20 portfolio down only 5% which is significantly ahead of balanced index
- Continued equity market rally will depend on strength and speed of economic recovery

**DIRECTOR'S REPORT:**

Ms. Corinne Hill asked the Board for a motion to approve funding of appropriations of the following for blanket and purchase contracts for the 2020-2021 budget. Listed are the maximum total allowed expenditure amounts for each vendor for the fiscal year.

Purchase for the Supply and Delivery of Library Print Materials for the Chattanooga Public Library – Blanket Contracts

Baker & Taylor \$350,000  
Ingram Library Services \$50,000

Purchase for the Supply and Delivery of Audiovisual Materials for the Chattanooga Public Library – Blanket Contracts

Midwest Tape \$350,000  
Blackstone Audio Books Inc. \$200,000  
Recorded Books \$50,000  
Ingram Library Services \$50,000  
Baker & Taylor \$50,000

Purchase of Annual Computer Replacements of the Chattanooga Public Library – Blanket Contract

CDW \$100,000

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

Midwest Tape Hoopla \$300,000  
Overdrive \$200,000

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

OCLC \$50,000

Purchase for Security Services of the Chattanooga Public Library – Blanket Contract

SEI \$100,000

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

Envisionware \$60,000 (Standard)  
Innovative Interfaces, Inc. \$100,000 (Blanket)

Purchase for Eastgate Branch Lease Agreement for the Chattanooga Public Library – Blanket Purchase Contract

OBC Properties Delaware, LLC. \$105,000

Purchase for electricity for all Chattanooga Public Library branch locations – Blanket Purchase Contract

Electric Power Board \$200,000

*Ms. Karen McMahon made a motion to approve funding of appropriations of the following for blanket and purchase contracts for the 2020-2021 budget. Listed are the maximum total allowed expenditure amounts for each vendor for the fiscal year. Ms. Sara McManus seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Corinne Hill asked the Board for a motion to approve the blanket contract pending legal approval for the following purchase:

Purchase for Lawncare Service for the Chattanooga Public Library – Blanket Contract

Blanket Contract 1 – 12 month period with 4 additional annual renewal options  
 Estimated \$4,000 Annually for Renewal Period  
 Purchase of Lawncare Service  
 Lowest/Best Bidder: Fresh Start Lawn Care  
 PO Box 2352  
 Ooltewah, TN 37363

*Ms. Karen McMahon made a motion to approve the blanket contract pending legal approval for the following purchase for Lawncare Service for the Chattanooga Public Library. Mr. William Sundquist seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Corinne Hill asked the Board for a motion to approve using funds from the Coffee Shop fund 9207 balance to offset the loss in revenue for the year in the amount of \$3,500.00.

*Ms. Sara McManus made a motion to approve using funds from the Coffee Shop fund 9207 balance to offset the loss in revenue for the year in the amount of \$3,500.00. Ms. Jess Friedowitz seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Corinne Hill asked the Board for a motion to approve that the Chattanooga Public Library issue free guest passes and printing costs until August 1, 2020.

There was extensive discussion regarding this motion.

*Mr. William Sundquist made a motion to amend the guest passes motion to allow the Library Director to make decisions regarding library operations while reopening the Library during COVID 19 and report back to the Board at the next meeting. Mr. Erik Broeren seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

Ms. Karen McMahan asked for clarification regarding the specific free guest passes and copying motion to the much broader motion allowing the library director to make operations decisions during COVID 19. Another amendment was suggested.

*Ms. Karen McMahan made a motion to amend the previous motion to provide the Library Director the authority to make decisions as the library reopens to the public during the COVID 19 environment to protect the safety and staff in their interactions. Mr. William Sundquist seconded the motion. The motion was approved and by a show of hand roll call vote and carried.*

Ms. Corinne Hill asked the Board for a motion to approve the following library closings for fiscal year 2020-2021 outside the City of Chattanooga closings.

#### Proposed Library Closings for Fiscal Year 2020-2021

Wednesday, November 25, 2020 – Close at 6:00 p.m. for the Holiday

Thursday, December 31, 2020 – Close at 6:00 p.m. for the Holiday

Monday, February 15, 2021- Close all day for staff training

Sunday, April 4, 2021 – Close all day for the Holiday

*Ms. Karen McMahon made a motion to approve the library closings for fiscal year 2020-2021 outside the City of Chattanooga closings. Ms. Sara McManus seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Corinne Hill reported to the Board that the library FY' 2020-2021 operating budget will remain flat. There are three library capital projects approved on first reading of the budget during the City Council meeting last night. The construction of the roof outside of the board room for an event space, adding ADA compliant bathrooms to the library, a complete upgrade of routers and switches for improved internet access. We are waiting on the final reading of the city budget being passed before moving forward with these capital projects.

Ms. Hill informed the Board that the 10<sup>th</sup> street side of the downtown library entrance will get new double automatic sliding doors during the HVAC Phase II construction project. They should be installed in the next couple of weeks.

We are still on track to complete the HVAC project in October. Contractors are having to adjust to some staff being back in the building. There is a delay on the install of the electrical panel. Installation will happen over a weekend at a future date.

Ms. Corinne Hill reported to the Board regarding digital circulation. The library's circulation has been seriously impacted by the shutdown of the buildings due to COVID 19. In comparison library circulation between May 2019-May 2020 is down 78%. However, digital usage shows a 43% increase. The digital statistics report is attached and made a part of the minutes.

Ms. Christina Sacco, Public Relations Coordinator, gave her monthly library public relations report. The report is attached and made a part of these minutes.

Ms. Hill reminded the Board that the library will be closed in observance of the Independence Day holiday on Friday, July 3, 2020.

Ms. Hill reminded the Board the next regularly scheduled board meeting will be July 15, 2020.

**STATE OF THE LIBRARY REPORT:**

Ms. Corinne Hill presented the Board with the State of the Library report. The report is attached and made a part of the minutes.

**DEVELOPMENT DIRECTOR REPORT:**

Mr. Michael Watson, Library Development Director, presented the Board with a Development Director report. The report is attached and made a part of the minutes.

**PUBLIC COMMENT**

Ms. Susan Robinson, Board Chair, asked if there were any public comments. The zoom meeting attendees were no longer in the meeting by the time we reached the Public Comment section of the meeting agenda.

*Mr. William Sundquist made a motion to adjourn the meeting. Ms. Sarah Hope seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Susan Robinson, Board Chair adjourned the meeting at 2:00 p.m.

A handwritten signature in black ink, appearing to read "William Sundquist", with a long horizontal flourish extending to the right.

*Mr. William Sundquist, Board Chair-Elect*

