

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

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

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on July 15, 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
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; Michael Watson, Development Director; Valerie Malueg, City Attorney; and Karen Brown, Executive Assistant.

Ms. Susan Robinson, Board Chair, called the meeting to order. Ms. Susan Robinson reminded the Board that each motion to be voted on must have a roll call show of hand vote by raising your hand during the zoom meeting.

APPROVAL OF THE MINUTES OF THE ANNUAL AND REGULAR JUNE 17, 2020 BOARD OF DIRECTORS' MEETING

Ms. Karen McMahon made a motion that the minutes of the June 17, 2020 Annual and 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.

TREASURER'S REPORT:

Ms. Sarah Hope Board Treasurer reported:

Receipts: 1% revenue under the operating budget to be received for the fiscal year 2019-2020.

Expenditures: 8% remaining of the operating budget to be expended pending final close of 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 for a motion to accept the \$6,791,034.00 from the City of Chattanooga for Library Operations for the FY'21 budget

Ms. Theresa Liedtka made a motion to accept the \$6,791,034.00 from the City of Chattanooga for Library Operations for the FY'21 budget. Ms. Karen McMahon 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 accept the amount awarded to the Library in the FY '21 budget Capital BFO of \$288,000 for Library ADA Accessibility Improvements (accessible bathrooms on each floor of the downtown library will be funded)

Ms. Theresa Liedtka made a motion to accept the amount awarded to the Library in the FY '21 budget Capital BFO of \$288,000 for Library ADA Accessibility Improvements (accessible

bathrooms on each floor of the downtown library will be funded). Ms. Kim Gavin 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 accept the amount awarded to the Library in the FY'21 budget Capital BFO of \$180,000 for Library 2nd floor Children's area roof replacement.

Ms. Karen McMahon made a motion to accept the amount awarded to the Library in the FY'21 budget Capital BFO of \$180,000 for Library 2nd floor Children's area roof replacement. Ms. Kim Gavin 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 accept the amount awarded to the Library in the FY'21 budget Capital BFO of \$299,007 for the security mandated network switch replacements.

Mr. Tom Griscom made a motion to accept the amount awarded to the Library in the FY'21 budget Capital BFO of \$299,007 for the security mandated network switch replacements. Ms. Sarah Hope seconded the motion. The motion was approved by a show of hand roll call vote and carried.

Ms. Hill told the Board she would like to discuss the Free Public Library Fund. It was established in 1973 and it was created for the Library to accept donations. It is at the library board's discretion to use this fund for donations, but historically we have used the Friends of the Library to handle donations or grants to the library. Finance is cleaning up the Fund and there were two overdrawn accounts totalling a little over \$800.00. The overdrawn accounts existed prior to 2008. The Library had to move money from the operating budget into these accounts so they could be balanced and closed.

Ms. Susan Robinson, Board Chair, asked Ms. Corinne Hill if this issue would ever come up again? Ms. Hill replied no, the two accounts were being closed and the Fund is not used.

Ms. Corinne Hill informed the Board that a retired UTC faculty member, Betsy Darken, has reached out to Theresa Liedtka, board member and Director of the UTC Library, to see if the Library would take the Confederate statue of A.P. Stewart, which currently resides on the lawn of the Hamilton County courthouse. Ms. Darken is currently working to get 1,000 signatures for a petition for the statue's removal. The statue weighs 14,000 lbs. and was unveiled in 1919.

Mr. Tom Griscom suggested that Ms. Hill and Ms. Liedtka consult the County Mayor and the Hamilton County Commission regarding the statue removal. Mr. Tom Griscom made a comment that 18 months ago County Mayor Coppinger and the Hamilton County Commission made a statement the statue wouldn't be moved from the Hamilton Courthouse property.

Mr. Griscom also suggested there is a Confederate cemetery located near the UTC campus, a Confederate cemetery off Lee Highway, and the Chickamauga and Chattanooga National Military Park that would all be possible appropriate locations for the statue.

Ms. Karen McMahon wondered why Ms. Darken approached Ms. Liedtka about the statue. Ms. Liedtka feels that Ms. Darken was trying to think ahead for a possible solution as to where the statue could reside.

Ms. Corinne Hill commented that the Library and UTC have a memorandum of understanding concerning the history center collection that says there is a moratorium on donations.

Ms. Hill told the Board that she is meeting with staff on Friday to form a contingency plan in case a library staff member tests positive for COVID.

Ms. Karen McMahon asked if the Library opened on Monday July 6, 2020 for limited computer use at the branches and downtown? Ms. Hill replied yes we did! You can use the computers for 45 minute sessions.

Ms. Corinne Hill gave the Board an update on the reopening of the Library on June 18, 2020 for curbside service. On June 11, 2020 the staff started calling patrons to pick up their holds that hadn't been picked up before we closed. Those holds began being picked up on June 15, 2020. The Library activated the holds button on June 18, 2020. The number of holds placed since June 18th were 4,041 and the number of circulated materials were 9,748. Currently we have 1,795 items sitting on our shelves for pickup.

These are the computer usage numbers for each location from July 6-13, 2020:

Eastgate:

Number of computers used: 90

Number of hours used: 41.55

Northgate:

Number of computers used: 49

Number of hours used: 23.4

South Chattanooga:

Number of computers used: 19

Number of hours used: 5.11

Main Library:

Number of computers used: 109

Numbers of hours used: 72

Ms. Hill reported opening for computer usage was bumpier than curbside. She expressed that people have issues with wearing masks, with only being allowed 45 minutes on the computer, etc. She wants to remain in a holding pattern for the next several weeks before adding additional library services such as faxing and notary services.

Mr. Tom Grsicom was concerned about library staff safety if a patron comes in and refuses to wear a mask and becomes violent. Ms. Hill explained that each branch has a security guard and staff can call police.

Ms. Theresa Liedtka asked what the library was doing to clean the computer keyboards. Ms. Hill explained we purchased medical grade keyboards and mice that can be wiped clean and sanitized after each use.

Ms. Corinne Hill gave the Board an update on the HVAC project scheduled for completion by October 9, 2020. The consensus after a recent meeting with contractors was there should be no problem meeting this deadline.

The sliding doors on the 10th street side of the main library should be installed in August.

The ADA bathroom upgrade bids should be completed July 16. The bids for roof replacement should be completed by July 23, 2020. Ms. Hill hopes to have both projects awarded by August 19, 2020.

Ms. Hill reported to the Board in regards to the June digital circulation and statistics. The digital content has done very well. The report is attached and made a part of the minutes. Mr. Tom Griscum wants to know if we can find user data in a subset to inquire if users preferred online digital material versus checking out books. Ms. Hill reported to Mr. Griscum she is planning on having a digital branch.

Ms. Christina Sacco presented a monthly public relations report. Social media is doing really well. The trend continues to increase. The Library's first e-mail newsletter went out. The report is attached and made a part of these minutes.

Ms. Christina Sacco presented a draft of the Library Annual Report. The report is attached and made a part of these minutes.

There is no travel report this month.

Ms. Hill reported that the August board meeting will be held on Wednesday, August 19, 2020.

Ms. Karen McMahan asked Ms. Hill if the Avondale Library was damaged when the Avondale Youth and Family Development Center was hit by a car earlier in the month. Ms. Hill replied that the library wasn't damaged but of course the Youth and Family Development Center had damage.

Ms. Karen McMahan made a motion to adjourn the board meeting at 1:02 p.m. Ms. Sarah Hope seconded the motion. The motion was approved by a show of hand roll call vote and carried.

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

Mr. William Sundquist, Board Chair-Elect