

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-AUGUST 19, 2020  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on August 19, 2020 at 12:00 p.m. with Board Chair, Susan Robinson, presiding. The meeting was recorded via Zoom.

Mr. Dan Walker 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  
Dan Walker

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Mary Jane Spehar, Assistant Director; Richard Groves, Assistant Director for Technology; Natalie Phillips, Finance Manager; Sheldon Owens, Local History Manager; Christina Sacco, Public Relations Coordinator; Rachel Jorgensen, Graphic Designer; 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 JULY 15, 2020 BOARD OF DIRECTORS' MEETING**

*Ms. Kim Gavin made a motion that the minutes of the July 15, 2020 Board of Directors' meeting be approved. Ms. Karen McMahon asked that a correction to the minutes be made. Her name was excluded from the roster of board members attending the July 15, 2020 meeting. Mr. Dan Walker seconded the motion. The motion was approved with the correction by a show of hand roll call vote and carried.*

#### **TREASURER'S REPORT:**

Receipts: 92% remaining of the operating budget to be received for the fiscal year 2020-2021.

Expenditures: 95% remaining of the operating budget to be expended for the fiscal year.

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

Mr. Michael Watson, Library Development Director gave the Friends of the Library report. The report is attached and made a part of the minutes.

#### **COMMITTEE REPORTS:**

##### **Finance Committee:**

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

##### Q2 Finance Committee Meeting

- Composite total of \$5.56M as of 6/30/20
  - Up 15% for the quarter and down only 2% YTD 2020
- Although S&P recovered much of the Q1 decline during Q2, though economic indicators have improved since Q1, earnings forecasts are not promising and volatility throughout the rest of the year is expected

- Proposed change – terminate John Hancock Disciplined Value Fund and replace with MFS Value I Fund
  - Has been on caution since Q4 2019 and underperforming their benchmark over all time periods
  - JH is under 50<sup>th</sup> percentile amongst peers
  - ACG no longer believes strategy of fund will lead to success over coming year and longer
- MFS Value I fund has better risk adjusted returns and less volatile strategy as well as better historical returns
  - Strategy is positioned better especially if there is another market correction
  - Strong management team

Ms. Sarah Hope asked the Board for a motion to replace the John Hancock Value Fund with MFS Value 1 Fund. Ms. Sarah Hope explained the John Hancock Value fund has been on caution since 2019 and has been underperforming the investment benchmarks over a long period of time.

*Ms. Sarah Hope made a motion to replace the John Hancock Value Fund with MFS Value 1 Fund. Ms. Karen McMahon seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

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

Ms. Corinne Hill asked the Board for a motion to increase the approved funding of appropriations of the following for blanket and purchase contracts for the 2020-2021 budget

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

PO # 555368

Innovative Interfaces, Inc. \$100,000 increase to \$125,000

*Ms. Karen McMahon made a motion to increase the approved funding of appropriations of the following for blanket and purchase contracts for the 2020-2021 budget*

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

PO # 555368

Innovative Interfaces, Inc. \$100,000 increase to \$125,000

*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 award the Downtown Library 3<sup>rd</sup> Floor Roof Capital Contract No. L-20-001 to the lowest bidder, E. Cornell Malone Corporation for the amount of \$92,693.00, and a contingency of \$9,270.00 for a total not to exceed amount of \$101,963.00.

*Ms. Karen McMahon made a motion to award the Downtown Library 3<sup>rd</sup> Floor Roof Capital Contract No. L-20-001 to the lowest bidder, E. Cornell Malone Corporation for the amount of \$92,693.00, and a contingency of \$9,270.00 for a total not to exceed amount of \$101,963.00. Ms. Sara McManus seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

Mr. William Sundquist asked Ms. Corinne Hill when the roof would be completed? Ms. Hill replied that the preconstruction date is August 25, 2020 and the punch list will be complete by November 8, 2020.

Ms. Corinne Hill asked the Board for a motion to award the Downtown Library ADA Bathrooms Capital Contract No. L-20-002 to the lowest bidder, J & J Construction Corporation for the amount of \$250,350.00, and a contingency of \$30,000.00 for a total not to exceed amount of \$280,350.00

*Ms. Kim Gavin made a motion to award the Downtown Library ADA Bathrooms Capital Contract No. L-20-002 to the lowest bidder, J & J Construction Corporation for the amount of \$250,350.00, and a contingency of \$30,000.00 for a total not to exceed amount of \$280,350.00 Ms. Karen McMahon seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

Ms. Corinne Hill asked the Board for a motion to expend the Free Library Fund for the purchase of Library Materials for Patron Use and Checkout in the amount of \$117,008.09.

*Ms. Theresa Liedtka made a motion to expend the Free Library Fund for the purchase of Library Materials for Patron Use and Checkout in the amount of \$117,008.09. Ms. Jessica Friedowitz seconded the motion. The motion was approved and carried by a show of hand roll call vote.*

Ms. Corinne Hill introduced the Board to our new Assistant Director of Information Technology, Mr. Richard Groves. Ms. Hill informed the Board that Richard will drill down into statistics reporting, and provide leadership in creating our digital branch.

Ms. Corinne Hill informed the Board that Mary Jane Spehar, Library Assistant Director, is retiring September 4, 2020. Mr. Sheldon Owens, current Local History Manager will become the Interim Assistant Director while we search for Mary Jane's replacement.

Ms. Corinne Hill reported to the Board that accountability for our staff has been identified as a weakness in the organization. Ms. Hill feels it is time to deal with this issue head on. In regards to the situation she intends to take the following steps. The City has an Employee Information Guide that is a large document. It's purpose is to inform employees what to do about taking breaks, what to do if you are arrested, how to use PTO, etc. It is written in a purposely broad manner. Ms. Hill will use the EIG as a guide to help us drill down into issues and create library procedures for topics such as scheduled breaks, driving your vehicle for work, and using PTO correctly.

Jim Cooper, our former Human Resources Director, retired at the end of July. We have a new Human Resources Partner that has recently joined our team. She is helping us build structure in how we do our work. Ms. Hill wants to develop standard operating procedures/Library Manual for the library.

Ms. Hill has asked the City Human Resources Department to provide progressive disciplinary action training, harassment training, Title VI training, and understanding the EIG training for all staff.

In addition Ms. Hill has called Sandler training back in to help us. They helped us transition to a customer service culture back in 2013. The Friends of the Library are funding this training for the staff. They will provide six online trainings that are ninety minutes long. Topics covered will include how to handle difficult conversations about behavior, building confidence, following through managing problems when they first begin, accountability for work production, and making sure that what we do is consistent across the board. Ms. Hill explained that she likes Sandler's individualized management training tailored to each staff person.

Ms. Corinne Hill informed the Board that the automatic sliding glass doors for the main library entrance were to be installed today. However, there has been a delay in delivery. We have no new date yet.

Ms. Hill reported the HVAC project continues and is part of why we don't have air conditioning in administration today. However we still anticipate an October completion date.

ADA bathroom upgrades will hopefully be completed by February 2021.

Ms. Corinne Hill reported that the circulation from July 15, 2020 to date generated 7,000 items circulated during this period.

Ms. Corinne Hill reported that we have averaged 5,000 internal Wifi usage sessions per month since March 2020.

Ms. Corinne Hill shared digital circulation charts from March 2020 to July 2020 with the Board. She has seen a new trend in both digital and book formats now being used. She is seeing both formats being equally important in building collections. The digital charts are attached and made a part of the minutes.

Ms. Hill reported to the Board that initially the seed exchange checked out 555 seed packets from July 2019-March 2020. However we have circulated 352 seed packets via curbside in the last 7 weeks (beginning on June 29<sup>th</sup>)

Ms. Christina Sacco gave a monthly public relations report. The report is attached and made a part of the minutes.

Ms. Christina Sacco presented the Board with the annual report and asked for feedback by the following Wednesday. Ms. Sacco informed the Board that she will send an e-mail with a link to the annual report so they can review it at their leisure. She would like to make revisions and make the report public by the end of the month.

There is no travel report this month.

Ms. Hill reported that the September board meeting will be held on Wednesday, September 16, 2020.

*Ms. Karen McMahon made a motion to adjourn the board meeting at 1:06 p.m. Mr. William Sundquist 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