CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-NOVEMBER 18, 2020
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on November 18, 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:

Jess Friedowitz
Tom Griscom
Sarah Hope
Theresa Liedtka
Karen McMahon
Sara McManus
Susan Robinson
William Sundquist

Also present: Corinne Hill, Executive Director; Jason Sullivan, Chief Administrative Officer; Sheldon Owens, Interim Assistant Director; Richard Groves, Assistant Director for Technology; Natalie Phillips, Finance Manager; Christina Sacco, Public Relations Coordinator; Michael Watson, Development Director; Aamna Khan, Fiscal Technician; 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 OCTOBER 21, 2020 BOARD OF DIRECTORS' MEETING

Ms. Karen McMahon made a motion that the minutes of the October 21, 2020 Board of Directors' meeting be approved. Mr. Tom Griscom 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: 64 % remaining of the operating budget to be received for the fiscal year.

Expenditures: 74% 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.

DIRECTOR'S REPORT:

Mc. Corinne Hill asked the Board for a motion to approve the following:

1. Purchase of Library Materials for the Chattanooga Public Library –Blanket Purchase Contract

PO # 544964 Year 5 of 5 Blanket Contract
Ingram Library Services, Inc.
Spending Threshold $50,000 increase to $400,000
Increase the spending threshold for the following blanket contract

Ms. Theresa Liedtka made a motion to approve the following contract.

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

PO # 544964 Year 5 of 5 Blanket Contract
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Spending Threshold $50,000 increase to $400,000
Increase the spending threshold for the following blanket contract

Mr. Tom Griscom 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 following:

2. Purchase of 10 -AWE Early Literacy Stations for the Chattanooga Public Library – Sole Source Purchase Contract

Req # SR-14560
AWE Acquisition Inc. $27,540
Expenditure is part of the FY21 LSTA Grant Contract

Ms. Karen McMahon made a motion to approve the following contract.

Purchase of 10 -AWE Early Literacy Stations for the Chattanooga Public Library – Sole Source Purchase Contract

Req # SR-14560
AWE Acquisition Inc. $27,540
Expenditure is part of the FY21 LSTA Grant Contract

Ms. Theresa Liedtka 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:

3. Purchase of Library Coffee Shop Supplies for the Chattanooga Public Library – New Blanket Contract – Sole Source

Spending Threshold $30,000
1 - 12 month period with 4 annual renewal options
Blanket Contract 11/18/20 – 11/18-21 year 1 of 5
Mad Priest Coffee Roasters: Sole Source

Mr. Tom Griscom made a motion to approve the following contract.

Purchase of Library Coffee Shop Supplies for the Chattanooga Public Library – New Blanket Contract – Sole Source

Spending Threshold $30,000
1 - 12 month period with 4 annual renewal options
Blanket Contract 11/18/20 – 11/18-21 year 1 of 5
Mad Priest Coffee Roasters: Sole Source

Ms. Karen McMahon 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 every year we gather data for the state report on the amount of reference transactions we have in a week. Comparing last year's transactions with this year's numbers we have 50 percent of the transactions we had last year. This is excellent news that we continue to serve the public in this current pandemic.

The average curbside checkouts per day in October were about 600 items going out our doors. We checked these statistics per hour and the Northgate branch was the winner with 154 curbside checkouts per hour. Circulation is running about 60 percent of what is was last year. Digital counts are holding steady between 15,000 and 16,000 items being used. Ms. Hill commented that even though we are closed it is satisfying in a difficult time to know we are still able to serve and reach the community.

Ms. Corinne Hill updated the Board on the capital projects. The roof replacement hasn't started as the company isn't showing up to start the project. The roof contractor will time out pretty soon and suffer penalties. The HVAC project is in the punch list phase and wrapping up. The ADA bathrooms have been framed and the plumbing has started.

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

Ms. Karen McMahon asked if we received any feedback on the library annual report? Ms. Christina Sacco reported that we have received lots of positive feedback.

Ms. Hill reported that library staff are doing okay during the recent shift of services and we are all hanging in there.

There was no travel report this month.

The December board meeting will be on Wednesday, December 16, 2020.

Ms. Karen McMahon made a motion to adjourn the board meeting at 12:45 p.m. Ms. Theresa Liedtka seconded the motion. The motion was approved by a show of hand roll call vote and carried.

Mr. William Sundquist, Board Chair-Elect