

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-DECEMBER 16, 2020  
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on December 16, 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  
Sarah Hope  
Theresa Liedtka  
Karen McMahan  
Sara McManus  
Susan Robinson  
William Sundquist  
Daniel Walker

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; 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 NOVEMBER 18, 2020 BOARD OF DIRECTORS' MEETING**

*Ms. Theresa Liedtka made a motion that the minutes of the November 18, 2020 Board of Directors' meeting be approved. Mr. Dan Walker 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: 56% remaining of the operating budget to be received for the fiscal year.

Expenditures: 65% 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 November regarding the library's investments. Please see her report below.

Q3 Finance Committee Meeting Notes  
November 20, 2020

- Total market value at 9/30/20 was \$5.89M
  - QTD up over 5% and YTD up nearly 4% which is outperforming all benchmarks
- Equity market continuing to look past weak economic indicators
- COVID recovery appears to be “K” shaped with certain industries thriving and others struggling.

Ms. Sarah Hope commented that we thought there was a proposed change to an investment fund but it was already voted on at our August 19, 2020 board meeting.

**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 FY’20-21 budget.

1. Purchase for Annual Maintenance Services of the Chattanooga Public Library ILS Systems –Blanket Purchase Contract

SR-15386

Innovative Interfaces, Inc. – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

Year 1 4/1/21 – 3/31/22 \$70,913.81

Year 2 4/1/22 – 3/31/23 \$74,459.50

Year 3 4/1/23 – 3/31/24 \$78,182.48

Year 4 4/1/24 – 3/31/25 \$82,091.60

Year 5 4/1/25 – 3/31/26 \$86,196.18

*Ms. Theresa Liedtka made a motion to approve the following for blanket and purchase contract.*

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

SR-15386

Innovative Interfaces, Inc. – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

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Year 4 4/1/24 – 3/31/25 \$82,091.60

Year 5 4/1/25 – 3/31/26 \$86,196.18

*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 approve funding of appropriations of the following for blanket and purchase contract.

2. Purchase of Materials Recovery & Collection Service for the Chattanooga Public Library – Blanket Purchase Contract

SR-15357

Unique, Inc. – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

Year 1 4/1/21 – 3/31/22 \$9,880.80

Year 2 4/1/22 – 3/31/23 \$9,880.80

Year 3 4/1/23 – 3/31/24 \$9,880.80

Year 4 4/1/24 – 3/31/25 \$9,880.80

Year 5 4/1/25 – 3/31/26 \$9,880.80

*Ms. Kim Gavin made a motion to approve the following for blanket and purchase contract.*

Purchase of Materials Recovery & Collection Service for the Chattanooga Public Library – Blanket Purchase Contract

SR-15357

Unique, Inc. – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

Year 1 4/1/21 – 3/31/22 \$9,880.80

Year 2 4/1/22 – 3/31/23 \$9,880.80

Year 3 4/1/23 – 3/31/24 \$9,880.80

Year 4 4/1/24 – 3/31/25 \$9,880.80

Year 5 4/1/25 – 3/31/26 \$9,880.80

*Ms. Karen Mc Mahon 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 approve funding of appropriations of the following for blanket and purchase contract:

3. Purchase for Annual Membership dues for Urban Library Council – Blanket Purchase Contract

Req# 205558

Urban Library Council – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

Year 1 4/1/21 – 3/31/22 \$6,000

Year 2 4/1/22 – 3/31/23 \$6,000

Year 3 4/1/23 – 3/31/24 \$6,000

Year 4 4/1/24 – 3/31/25 \$6,000

Year 5 4/1/25 – 3/31/26 \$6,000

*Ms. Karen McMahon made a motion to approve the following for blanket and purchase contract.*

Purchase for Annual Membership dues for Urban Library Council – Blanket Purchase Contract

Req# 205558

Urban Library Council – Sole Source Blanket Contract

Subscription period 1 - 12 month period with option for 4 annual renewals

Year 1 4/1/21 – 3/31/22 \$6,000

Year 2 4/1/22 – 3/31/23 \$6,000

Year 3 4/1/23 – 3/31/24 \$6,000

Year 4 4/1/24 – 3/31/25 \$6,000

Year 5 4/1/25 – 3/31/26 \$6,000

*Mr. William Sundquist seconded the motion. The motion was approved by a show of hand roll call vote and carried.*

Ms. Corinne Hill updated the Board on a staffing situation that she had made them aware of in the last couple of weeks. A library employee allegedly removed and destroyed library materials on a Facebook Live post. The City of Chattanooga Human Resources Department has completed their investigation of the incident and Ms. Hill is awaiting their report. Ms. Hill explained that she is working closely with the City's Human Resources and Legal Department and addressing this following city policy. In 2014 the Library Board approved to move the Library into the city structure and therefore staffing and staffing issues are managed by city HR and not within the

Board's governing purview. Ms. Hill feels it's imperative to keep the Board informed as this progresses.

Ms. Corinne Hill reported to the Board in order to prepare for the coming upgrade to the city's Oracle ERP System we have been tasked with account house cleaning. We are in the process of identifying the rolling active and finally closing inactive accounts. We have several funds that will need to be spent down to finalize this process.

Thomas/William	9209.A.A42206	\$13.50
Southern Beene	9213.A.A42106	\$46.19
Aspire/IT	9215.A.A42212	\$483.07
Casueway	9215.A.A42213	\$67.40

Ms. Corinne Hill asked the Board to turn their attention to the statistics that Richard Groves compiled this month regarding access and usage during our Covid closure. Our books continue to be our biggest material type. We continue to move funds into our digital accounts and away from purchasing DVD's and audio cds. Our digital circulation at the end of November was at a total of 147,881 since we closed down in March. If we stay on this trajectory we could meet or exceed our circulation compared to our last fiscal year. Curbside checkouts are 600 per day and averaging 13,000 per month. The fact that we could meet last year's circulation total while being shut down to the public is pretty incredible. We are looking into keeping curbside service going even when we open back up to full services.

We are utilizing our curbside service to deliver materials requested through our new online concierge service. Patrons can fill out a form on the library website and request a topic that their child is interested in. Library staff put together bundles to fit the requested theme for your child. This is being offered for adults as well.

Crafting with Craft Bevies uses the curbside pickup for participants to pick up their crafting supplies so they can participate in the virtual program. This program occurs once a month and has a guest bartender that teaches participants how to make a beverage as well as making a craft. This program continues to be our most popular adult program online. Last month 47 people participated.

We have 28,000 Hamilton County students with current library cards. 3500 have been issued since August 1, 2020. This service isn't a simple process as there is a lot of backend work that has to be done. Ms. Hill gave a shout out to Lee Hope, Richard Groves, and staff behind the scenes for all their hard work on this project.

Ms. Hill gave an update on the capital projects. The roof replacement outside the board room continues to be an experience with the roofers. The state shut them down on the first day they showed up for business because of unsafe placement of equipment and no permit. City Public Works and the architect of record for this project are really managing the roofers. Ms. Hill is still very hopeful we will still get a roof.

ADA bathrooms are underway.

HVAC is still in the punch list phase. We have added the replacement of doors on each level of our library floors to close automatically when a fire alarm goes off. We have extended the contract to finish this portion of the project.

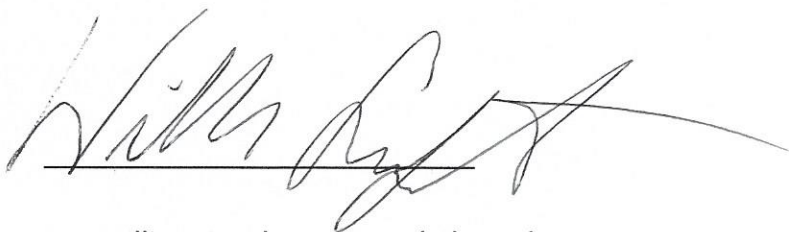
Ms. Christina Sacco, Public Relations Coordinator presented the monthly public relations report. The report is attached and made a part of these minutes.

There was no travel report this month.

The January board meeting will be on Wednesday, January 20, 2020.

Ms. Corinne Hill reported to the Board that the staff are hanging on. We have staff members moving through different phases of Covid exposure. We have staff exposed, showing symptoms, quarantined and working from home on FFCRA.

*Mr. William Sundquist made a motion to adjourn the board meeting at 12:45 p.m. Ms. Jess Friedowitz 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