MINUTES
BOARD MEETING-JANUARY 20, 2021
12:00 P.M.

The Board of Directors of the Chattanooga Public Library met virtually via Zoom on January 20, 2021 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
Jess Friedowitz
Kim Gavin
Tom Griscom
Theresa Liedtka
Karen McMahon
Sara McManus
Susan Robinson
William Sundquist

Also present: 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 DECEMBER 16, 2020 BOARD OF DIRECTORS’ MEETING

Ms. Karen McMahon made a motion that the minutes of the December 16, 2020 Board of Directors’ meeting be approved. Ms. Sara McManus seconded the motion. The motion was approved by a show of hand roll call vote and carried.

TREASURER’S REPORT:

Ms. Natalie Phillips, Finance Manager reported:

Receipts: 49% remaining of the operating budget to be received for the fiscal year.

Expenditures: 56% 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:

Mr. Richard Groves, Assistant Director for Technology asked the Board for a motion to amend the October 21, 2020 board meeting minutes to read the following contract extension and renewal of the following purchase to Year 2 of 3 1/19/21-1/20/22 instead of Year 2 of 3 1/9/20-1/9/21

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

Blanket Contract # 556653
OCLC – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3 1/19/21 – 1/20/22
Estimated cost $60,000
4418 Solutions
Chicago, IL 60677-4004

Ms. Theresa Liedtka made a motion to amend the October 21, 2020 board meeting minutes to read the following contract extension and renewal of the following purchase Year 2 of 3 1/19/21-1/20/22 instead of Year 2 of 3 1/9/20-1/9/21

OCLC – Library Cataloging Service for the Materials of the Chattanooga Public Library — Renewal of Blanket Contract

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Estimated cost $60,000
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Chicago, IL 60677-4004

Ms. Kim Gavin seconded the motion. The motion was approved by a show of hand roll call vote.

Mr. Richard Groves, Assistant Director for Technology asked the Board for a motion to approve the Chattanooga Public Library Pest Infestation Policy.

Mr. William Sundquist commented that he would like the policy amended in the first sentence to include the word “staff”. The first sentence would read: It is the responsibility of the Chattanooga Public Library (CPL) to maintain a healthy and clean environment for all staff and library users, and to protect the community’s investment in library collections, equipment, and property.

Mr. Tom Griscom made a motion to approve the Chattanooga Public Library Infestation Policy with the word “staff” to be included in the first sentence of the policy. Mr. Erik Broeren seconded the motion. The motion was approved by a show of hand roll call vote and carried.

Mr. Richard Groves, Assistant Director for Technology asked the Board for a motion to approve renewal for blanket and purchase contracts for the library operating budget.
Annual Renewal for Lawn Maintenance Services of the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 558492
Fresh Start Lawn Service – Lowest/Best Bid Blanket Contract
Service period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3  3/6/21 – 3/5/22
Estimated cost $6,000
PO Box 2352
Ooltewah, TN 37363

Ms. Kim Gavin made a motion to approve renewal for blanket and purchase contracts for the library operating budget.

Annual Renewal for Lawn Maintenance Services of the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 558492
Fresh Start Lawn Service – Lowest/Best Bid Blanket Contract
Service period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3  3/6/21 – 3/5/22
Estimated cost $6,000
PO Box 2352
Ooltewah, TN 37363

Ms. Karen McMahon seconded the motion. The motion was approved and carried by a show of hand roll call vote.

Mr. Richard Groves, Assistant Director for Technology, asked the Board for a motion to approve renewal for blanket and purchase contracts for the library operating budget.

Annual Renewal of Marketing Automation System for the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 557712
Patron Point – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3  4/11/21 – 3/31/22
Cost $12,000
6418 Newgrange Drive
Dublin, OH 43016

Ms. Sara McManus made a motion approve the renewal for blanket and purchase contracts for the library operating budget.

Annual Renewal of Marketing Automation System for the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 557712
Patron Point – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3  4/1/21 – 3/31/22
Cost $12,000
6418 Newgrange Drive
Dublin, OH 43016

Ms. Jess Friedowitz seconded the motion.

Ms. Natalie Phillips addressed the Board regarding a mistake in the years covered in the blanket contract #557712 Patron Point – Sole Source Blanket Contract. She asked to amend the contract to read Year 2 of 3, 4/1/21 -3/31/22 instead of Year 2 of 3, 4/11/21-3/31/22.

Annual Renewal of Marketing Automation System for the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 557712
Patron Point – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3  4/1/21 – 3/31/22
Cost $12,000
6418 Newgrange Drive
Dublin, OH 43016

Ms. Theresa Liedtka made a motion to amend the previous motion to read Year 2 of 3, 4/1/21 - 3/31/22 instead of Year 2 of 3, 4/11/21-3/31/21.
Annual Renewal of Marketing Automation System for the Chattanooga Public Library – Blanket Purchase Contract

Blanket Contract # 557712
Patron Point – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3 4/1/21 – 3/31/22
Cost $12,000
6418 Newgrange Drive
Dublin, OH 43016

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

Mr. Richard Groves, Assistant Director for Technology asked for a motion to approve renewal for blanket and purchase contracts for the library operating budget.

Annual Renewal for Digital Platform Subscriptions for Ancestry and Sanborn Maps – Blanket Purchase Contract

Blanket Contract # 557604
ProQuest – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3 4/30/21 – 4/30/22
Ancestry $6,737.93
Sanborn Maps $2,272.22
Total Cost $9,010.15
789 E. Eisenhower Parkway
Ann Arbor, MI 48108

Ms. Karen McMahon made a motion to approve the renewal for blanket and purchase contracts for the library operating budget.
Annual Renewal for Digital Platform Subscriptions for Ancestry and Sanborn Maps – Blanket Purchase Contract

Blanket Contract # 557604
ProQuest – Sole Source Blanket Contract
Subscription period 1 - 12 month period with option for 2 annual renewals
Year 2 of 3 4/30/21 - 4/30/22
Ancestry $6,737.93
Sanborn Maps $2,272.22
Total Cost $9,010.15
789 E. Eisenhower Parkway
Ann Arbor, MI 48108

Ms. Kim Gavin seconded the motion. The motion was approved and carried by a show of hand roll call vote.

Mr. Richard Groves reported on the quarterly statistics. The average checkouts per month are currently around 60,000. The average this same time last year was 100,000 per month. We expect to catch back up in March, April, and May. Library craft take and make pickups are really booming at curbside.

The 3rd floor roof is progressing with no estimated completion date. The ADA bathrooms are well underway. Work is continuing to get our fire doors in place at the Downtown Library. Control technicians repaired our chiller at the Downtown Library. It has been an ongoing problem. The technicians discovered 4 leaks in the system which was down 100 pounds of coolant. All of the chiller work was under warranty.

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 February board meeting will be on Wednesday, February 17, 2021.
Ms. Kim Gavin made a motion to adjourn the board meeting at 12:35 p.m. Ms. Karen McMahon seconded the motion. The motion was approved by a show of hand roll call vote and carried.

[Signature]

Mr. William Sundquist, Board-Chair Elect