

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-FEBRUARY 15, 2022
12:00 p.m.

The Board of Directors of the Chattanooga Public Library met on February 15, 2022 at 12:00 p.m. with Board Chair, William Sundquist, presiding.

Mr. William Sundquist, Board Chair, called the meeting to order. Mr. Sundquist informed the Board that because we do not have a physical quorum for the meeting today, that we would need a motion to proceed with the law to enact an electronic quorum. TCA 8-44-108 provides the basis to proceed with an electronic quorum for this meeting. Ms. Kim Gavin, Ms. Sara McManus, and Ms. Susan Robinson joined the meeting via Zoom to complete the electronic quorum.

Mr. William Sundquist reminded the Board that each motion during the meeting would require a roll call vote by stating your name and your preference of a yes or no vote.

Mr. Tom Griscom made a motion to proceed in accordance with TCA 8-44-108 to enact an electronic quorum during the board meeting. Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

Ms. Kim Gavin, Ms. Sara McManus, and Ms. Susan Robinson joined the meeting via Zoom to complete the electronic quorum.

Ms. Sushma Shantha called the roll. The following members were present:

Eric Broeren
Kim Gavin
Tom Griscom
Sara McManus
Susan Robinson
Sushma Shantha
William Sundquist

Also present: Corinne Hill, Executive Director; Richard Beeland, Deputy Executive Director; Jason Sullivan, Chief Administrative Officer; Richard Groves, Assistant Director of Technology; Natalie Phillips, Finance Manager; Christina Sacco, Public Relations Coordinator; Elizabeth Spak, UTC Public Relation's Intern; Michael Watson, Development Director; Meg Beene, Foundation Chair; Aamna Khan, Fiscal Technician; Valerie Malueg, City Attorney; City Attorney's Legal Intern, Paige Walter; Chattanooga City Police Officer, Nathan Greene; Cathy Royal, Visitor; and Karen Brown, Executive Assistant.

APPROVAL OF THE MINUTES OF THE OCTOBER 19, 2021 REGULAR BOARD OF DIRECTORS' MEETING

Mr. Tom Griscom made a motion that the minutes of the October 19, 2021 Regular Board of Directors' meeting be approved. Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

APPROVAL OF THE MINUTES OF THE NOVEMBER 16, 2021 REGULAR BOARD OF DIRECTORS' MEETING

Mr. Tom Griscom made a motion that the minutes of the November 16, 2021 Regular Board of Directors' meeting be approved. Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

TREASURER'S REPORT:

Ms. Natalie Phillips, Fiscal Manager, reported:

RECEIPTS: 39% remaining of the operating budget to be received for the fiscal year 2021-2022

EXPENDITURES: 45% remaining of the operating budget to be expended for the fiscal year

Ms. Corinne Hill informed the Board that Ms. Sarah Hope, Treasurer, has resigned from the library board. She and her family relocated to Asheville, North Carolina.

FOUNDATION REPORT:

Ms. Meg Beene gave the Foundation 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 approve the following:

Physical Library Materials

Requesting a motion for the Executive Director of the Chattanooga Public Library to enter into a 4-year blanket contract with the described vendors for the purchase of physical library materials with a maximum spending threshold of \$600,000 per vendor per subscription year.

Baker & Taylor Co
Ingram Library Services - Pending legal review
Midwest Tape
Library Ideas LLC

Mr. Tom Griscom made a motion to approve entering into a 4-year blanket contract with the described vendors for the purchase of physical library materials with a maximum spending threshold of \$600,000 per vendor per subscription year.

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Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

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

Revision to the existing blanket contract with Innovative which adds 24 Polaris licenses

Requesting a motion for the Executive Director of the Chattanooga Public Library to enter into a revised 5-year blanket contract with Innovative Interfaces for Polaris Integrated Library System access and service to improve access by 24 additional licenses.

	Original Cost	Revised Cost	Difference
Year 3:	\$78,182.48	\$83,225.45	\$5,042.97
Year 4:	\$82,091.60	\$87,383.58	\$5,291.98
Year 5	\$86,196.18	\$91,752.76	\$5,556.58

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Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

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

Comprehensive Landscape Design, Installation, and Maintenance

Requesting a motion for the Executive Director of the Chattanooga Public Library to enter into a 4-year blanket contract with Excellent Lawncare for comprehensive landscaping services at the Downtown Main, Northgate, and South Chattanooga locations in an amount not to exceed \$50,640 over the entire contract.

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Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

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

Cataloging Service

Requesting a motion for the Executive Director of the Chattanooga Public Library to enter into a 4-year blanket contract with Baker and Taylor for BTCAT Cataloging Service in the amount of \$18,000 per year for years 1-3, and \$18,540 for year 4.

Mr. Tom Griscom made a motion to approve entering into a 4-year blanket contract with Baker and Taylor for BTCAT Cataloging Service in the amount of \$18,000 per year for years 1-3, and \$18,540 for year 4.

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Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

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

Data Driven Material Selection Tools

Requesting a motion for the Executive Director of the Chattanooga Public Library to enter into a 4-year blanket contract with Baker and Taylor for Collection HQ and ESP service access in the annual amount of \$24,290.00.

Mr. Tom Griscom made a motion to approve entering into a 4-year blanket contract with Baker and Taylor for Collection HQ and ESP service access in the annual amount of \$24,290.00.

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Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

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

Janitorial Services

Requesting a motion for the Executive Director of the Chattanooga Public Library to renew for year 2 of 5 the blanket contract with DetailXperts for janitorial services at the Eastgate, Northgate, and South Chattanooga branches in the annual amount of \$26,892.

Mr. Eric Broeren made a motion to approve renewing year 2 of 5 of the blanket contract with DetailXperts for janitorial services at the Eastgate, Northgate, and South Chattanooga branches in the annual amount of \$26,892.

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Mr. Tom Griscom seconded the motion. The motion was approved by a roll call vote and carried.

New Items for Sale and Updated Pricing

Requesting a motion for the Executive Director of the Chattanooga Public Library to set prices as follows:

Item	Price to Patrons		Costs to Library
<u>4th Floor Items</u>			
New Items			
Multi-colored Vinyl for Clothing (Sublimation Paper)	\$5 per sheet		\$5 per sheet
Twenty-Five 1.75" Button Kits	\$1.75		\$1.48
Blank White T-Shirts for Use as Crafting Components	\$2.00 per shirt (Limit 3)		\$1.90 per shirt
Blank Heavy White T-Shirt for Use as Crafting Components	\$4.50 per shirt (Limit 3)		\$4.25 per shirt
24"x30" Poster Board For Large Format Printer Including Ink to Print	\$13 per board		\$12.17 per board
Poster Tubes for Large Format Prints	\$2.00 per tube		1.82 per tube
24 inch Sticker Vinyl with Metallic/Mirror Finish	\$2 per foot		\$1.90 per foot
Items with Increased Cost			
3D Printer Filament	New	\$0.10 per gram	\$0.06 per gram
	Previous	\$0.06 per gram	
24 inch Sticker Vinyl	New	\$1 per foot	\$0.92 per foot
	Previous	\$0.50 per foot	\$0.92 per foot
<u>Swag Items</u>			
Embossed Notebooks	\$12 each		\$8.23 each
Tote Bags	\$12 each		\$9.13 each

Mr. Eric Broeren made a motion for the Executive Director of the Chattanooga Public Library to set prices as follows:

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Mr. Tom Griscom seconded the motion. The motion was approved by a roll call vote and carried.

Ms. Corinne Hill reported to the Board regarding the below listed renewals and one time purchase.

Renewals

560490 - Mad Priest Coffee Roasters

02/18/2022-02/18/2023, Year 3 of 5

Coffee Supplies Estimated Spending \$24,000.00

560115 - Unique Management Services

2/20/22-2/21/23, Year 2/5

Collection and Materials Recovery Services Estimated Spending \$10,000.00

557618 - Analytics on Demand Cengage Learning

1/25/23, Year 3/3 Final Renewal

Information Marketing Tool Estimated Spending \$9,261.00

1/26/22-

Data

561153 - Backstage Library Works

3/14/22-3/14/23, Year 2/5

Microfilming Services Estimated Spending \$6,351.99

560096 - Urban Library Council

1/10/22-1/10/23, Year 2/5

Annual Membership Estimated Spending \$6,000.00

560861 - Building Systems Technology

2/28/22-2/28/23, Year 2/5

Fire Alarm Monitoring Service Estimated Spending \$5,000.00

557712 - Patron Point, Inc

3/31/23, Year 3/3 Final Renewal

Marketing System Estimated Spending \$12,000.00

3/31/22-

Automated

557604 - Proquest Ancestry and Sanborn Maps

4/30/22-4/30/23, Year 3/3 Final Renewal Final Renewal

Software Platform for Patron Use and Research

Ancestry \$6,673.14

Sanborn \$2,250.37

One Time Purchase - Quality Pro

Downtown Pressure Washing and Window Cleaning \$16,957.12 from the Stong Endowment Fund- Building Maintenance

Ms. Corinne Hill informed the Board that the Library is negotiating a new lease for the Eastgate Library. Currently the lease amount is \$92,202.60 per year.

DIRECTOR'S REPORT

Ms. Corinne Hill asked the Board to sign the City Ethics Pledge located in their board notebook.

Ms. Hill updated the Board on the Library's strategic planning process. We are in the research phase which is the 1st phase of a 4 phase process. The strategic planning team is conducting research and interviews to gain insights on what we will look like in 3-5 years. Especially as we emerge from the pandemic. Topics for research include Youth Learning & Education, Community Centers, and Public Health. In addition we are taking a close look at our current facilities as well as emerging trends. This research phase ends on February 28th. The next phase is called ideation which includes brainstorming and voting for the best ideas.

Ms. Corinne Hill reported on the city budget. In FY'21 the library requested 7.1 million for our operating budget. Ms. Hill is requesting 8.8 million in the FY'23 library operating budget. to offset the increases in salary and inflation. We are requesting \$500,000 to be spent on materials. The requested adjustment for inflation and salary increases is due to the fact that 80% of our budget is spent on salary and benefits. Ms. Hill reported that she discussed this with City Finance and the City Chief Operating Officer, and our need to balance staff and operating costs. Ms. Hill explained after 9 years of salary increases and a significant salary increase this year that we need this budget increase so that only 75% of our budget will be spent on salary increases.

Ms. Hill informed the Board regarding the BRIC Award. The library infrastructure upgrades that include HVAC and lighting projects won the BRIC Sustainable Project of the Year Award, which recognized Bill Wilkerson's firm Derthick Henley & Wilkerson as the best of the best in the building industry.

Mr. William Sundquist asked the Board for a motion to change the Tuesday, March 15, 2022 Chattanooga Public Library Board meeting to Tuesday, March 22, 2022.

Mr. Eric Broeren made a motion to change the March 15, 2022 Chattanooga Public Library Board meeting to Tuesday, March 22, 2022. Mr. Tom Griscom seconded the motion. The motion was approved by a roll call vote and carried.

Ms. Corinne Hill reminded the Board that the Library will be closed for Monday, February 21, 2022 Staff Development Day. Ms. Hill thanked the Library Foundation for funding Staff Development Day.

Mr. Tom Griscom asked Ms. Corinne Hill for a report on where the Library is currently, regarding hours, staffing, etc. since the Covid restrictions are easing.

Ms. Corinne Hill informed the Board that Saturday hours are back. She reported that we looked at usage for the years 2018 and 2019 then adjusted our hours accordingly. The downtown library is open 8:00 a.m. - 7:00 p.m. instead of 9:00 a.m. - 8:00 p.m.

We aren't doing in-person programming yet but have dabbled in it. We are hoping to bring back in-person programming in the Spring. We continue to see an increase in our physical and digital material checkouts.

The staff have had a really hard two years. They have stepped up and worked really hard during the pandemic. There is a lot of fatigue and people are really tired. The Strategic Plan has been a diversion of thinking about how we want to do business. We are thinking of what we will keep from what we learned during the pandemic and what we will discard.

Other than Sunday hours and in-house programming, we are pretty much back to normal. Avondale Branch hours are different because they are dictated by the Avondale Community Center hours. We will be installing a new door that will give us another entrance/exit, and at that time we will be able to establish our own hours.

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

Ms. Corinne Hill reported to the Board regarding the quarterly statistics. There is a 40% increase in the use of materials over last year. We did a purge of our patron database so if you hadn't used your card in 2 or 3 years we deleted you out of the system. That brought our numbers down by 21%. Hoopla new users usage increased by 46%. Streaming is an expensive service but is becoming more and more popular. Overdrive downloadables for streaming and audio books saw an increase of 34%.

Ms. Sushma Shantha asked how we keep up with the pulse of what people want? Is someone monitoring that? Ms. Christina Sacco, Public Relations Coordinator, replied that she has 2 approaches. She looks every month to see what is performing but also takes a step back and looks at trends over a period of months. Ms. Sacco commented that it helps her not only refine the content but when we are sharing it. The second floor is creating a Tik Tok account.

There was no travel report.

Mr. William Sundquist asked if there was any public comment? Ms. Cathy Royal, Visitor, wanted to know if the public is permitted to address the Board during the meeting or only in the public comment section? Mr. Sundquist responded that the Board follows Robert's Rules of Order for the meeting. Therefore the public is only permitted to address the Board in the public comment section.

Mr. Sundquist wanted to let the Library staff know how much he appreciated the library team's hard work during the pandemic to continue to deliver library services.

Ms. Sushma Shantha, Board Member, shared her appreciation as well. She has two voracious readers and used our curbside service very frequently during the pandemic. She commented that the staff were always kind and helpful.

Mr. Tom Griscom made a motion to adjourn the meeting. Mr. Eric Broeren seconded the motion. The motion was approved by a roll call vote and carried.

Mr. William Sundquist, Board Chair, adjourned the meeting at 12:59 p.m.

Ms. Sara McManus, Board Secretary

