

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-JUNE 21, 2023  
12:00 p.m.

The Board of Directors of the Chattanooga Public Library met on June 21, 2023 at 12:00 p.m. with Board Chair, William Sundquist, presiding.

Ms. Anna Taylor called the roll. The following members were present:

Kim Gavin  
Tom Griscom  
Dionne Jenkins  
Terry Ladd  
Sara McManus  
William Sundquist  
Anna Taylor

Board Chair William Sundquist called the meeting to order, and welcomed guest attendees.

**Motion: Approval of the minutes of the May 17, 2023 regular Board of Directors Meeting**

*William Sundquist proposed a motion that the minutes of the May 17, 2023 Regular Board of Directors' meeting be approved. The motion was made by Dionne Jenkins, seconded by Tom Griscom, and approved unanimously.*

**TREASURER'S REPORT:**

Natalie Phillips, Finance Manager, reported:

RECEIPTS: 10% remaining of the operating budget to be received for fiscal year 2023

EXPENDITURES: 17% remaining of the operating budget to be expended for fiscal year 2023

## **FOUNDATION REPORT:**

Meg Crimmins Beene, Foundation Board Chair, reported the Foundation is continuing to try and raise revenues, and that the first quarter book sale would occur March 24 to March 26, 2023 at Venue 701 in North Chattanooga, and all Library Board members are invited to attend. Reporting further, she stated a pilot project will begin soon to test fund raising by allowing sales to occur directly from the Foundation storage area on the ground floor of the downtown library.

## **DIRECTOR'S REPORT:**

Jason Sullivan delivered the following report:

He stated that the search for the next Library Executive Director has been lengthy, and expressed gratitude for Michelle Fisher of City HR for coordinating.

After summarizing the process, it was announced Will O'Hearn had been recommended by the search committee, library employees, and the Mayor's office. There was an explanation of how the motion was written – how the salary figure was recommended by the Mayor's office, but would be approved and offered under authority of the Library Board. There was a brief discussion affirming the sequence that the City of Chattanooga through the Mayor's office recommended the amount.

**Motion: Roll call vote to select William O'Hearn as Executive Library Director with an annual salary of \$137,917, subject to all terms and processes of employment with the City of Chattanooga, and remove Jason Sullivan as Interim Executive Library Director, upon the employment date of William O'Hearn.**

*The motion was made by Dionne Jenkins, and seconded by Tom Griscom*

*Dionne Jenkins: Yes*

*Sara McManus: Yes*

*Tom Griscom: Yes*

*Kim Gavin: Yes*

*Terry Ladd: Yes*

*Anna Taylor: No*

*William Sundquist: Yes*

**Passed 6-1**

## **DIRECTOR'S REPORT (Cont.)**

Continuing the report, it was noted the next order of business would be to elect Board officers. Jason refreshed the Board on the officer terms, roles, and responsibilities. While there had been some interest in officer positions, there was currently none for the Treasurer. There was an open call for volunteers or nominations for the Treasurer position.

**Motion: To elect Library Board of Directors officers Sara McManus as Chair-Elect and Anna Taylor as Secretary.**

*The motion was made by Kim Gavin, seconded by Terry Ladd, and passed unanimously.*

Jason introduced the suggested FY24 Library Board of Directors schedule.

**Motion: to set the FY24 Library Board of Directors meeting schedule as the third Wednesday of the months of July, September, October, January, April, and June.**

*The motion was made by Kim Gavin, seconded by Sara McManus, and passed unanimously.*

Jason introduced a discussion regarding Board composition, based on an experience and expertise inventory most of the Board members had completed earlier in the month. The following suggested experience and expertise were to be sent to the Mayor's office for consideration as they search for future Library Board members:

Accountant/Financial Background

Aside from skills and background, be an active CPL user

An educator or teacher

Professional Social Worker

Experience with City Planning / Budgeting - knows the process

Someone who knows how to get more money for the Library

Jason introduced the vote for the FY24 budget appropriation from the City of Chattanooga.

**Motion: To accept \$7,311,000.00 from the City of Chattanooga for Library Operations for the FY'24 budget as proposed to Chattanooga City Council.**

*The motion was made by Terry Ladd, seconded by Kim Gavin, and passed unanimously.*

## **DIRECTOR'S REPORT (Cont.)**

The Board discussed how to best engage in ways which may result in improving this appropriation for FY25.

Jason reminded the Board of the Tennessee Secretary of State visit celebrate the additional disbursement of State Metro Grant for Library Materials funds to occur the following week, and thanked all who could attend in advance.

## **CALL FOR PUBLIC COMMENT**

Cathy Royal, a member of the public, attempted to ask for information about the specific background of each Board members.

Diane Moore, who identified herself as a former CPL employee and union member, stated she agreed with the remark of a Board member who spoke during the conversation about engaging to improve the FY25 appropriation from the City of Chattanooga.

## **NEW BUSINESS**

No Response

## **OLD BUSINESS**

No Response

## **MOTION TO ADJOURN**

William Sundquist spoke in recognition of Tom Griscom's long and valuable service on the Library Board, and announced that Tom had resigned from the Board.

William continued by stating that it was, "the honor of a lifetime," serving as Library Board Chair for the past two years. He then said it was a greater honor to, "turn over the gavel," to Dionne Jenkins – who, as Chair-Elect, would begin her two-year term at the conclusion of the meeting.

Dionne spoke in acceptance of the transfer, and recognized that the Library is losing institutional knowledge. She then declared a time is coming of new energy as she partners with the new Executive Director.

Mayor Tim Kelly entered the room. He spoke of his gratitude for the service of the Library Board, congratulated Dionne for her new post as Chair, and spoke of how the library is, “critically important,” to the creative community, and of some specific FY23 successes.

Dionne Jenkins declared the regular meeting officially adjourned for a short recess, as this was the regular and annual meeting. Subsequently, the annual meeting was conducted, which consisted of several presentations to the Board by the banking company which manages the CPL investments, and several staff presentations – but no business discussed.

Link to Audio Recording of Meeting:

[https://drive.google.com/file/d/154\\_WkqSQXkc2wQtzhk4fTnzpDYZSmEEe/view?usp=sharing](https://drive.google.com/file/d/154_WkqSQXkc2wQtzhk4fTnzpDYZSmEEe/view?usp=sharing)

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*Signature*

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*Print Name*

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*Role (Chair/Incoming Chair/Secretary)*

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*Date*