

CHATTANOOGA PUBLIC LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE

MINUTES
BOARD MEETING-MAY 17, 2023
12:00 p.m.

The Board of Directors of the Chattanooga Public Library met on May 17, 2023 at 12:00 p.m. with Board Chair, William Sundquist, presiding.

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

Dionne Jenkins
William Sundquist
Jane Elmore
Sushma Shantha
Kim Gavin
Terry Ladd
Anna Taylor

William Sundquist, Board Chair; called the meeting to order, requested brief introductions and delivered Library Board overview.

Also in attendance Valerie Maleug - City Attorney, Meg Crimmins Beene - Foundation Chair, Library Staff - Jason Sullivan, Natalie Phillips, Sheldon Owens, Michelle Fisher, Richard Groves, Lee Hope, Thomas Anderson, Danielle Berger. Members of Public - Aamna Fazlic, Cathy Royal.

APPROVAL OF THE MINUTES OF THE March 15, 2023 REGULAR BOARD OF DIRECTORS' MEETING

A motion that the minutes of the March 15, 2023 Regular Board of Directors meeting be approved. The motion was called by Kim Gavin, and seconded by Dionne Jenkins, and approved unanimously.

TREASURER'S REPORT:

Natalie Phillips, Finance Manager, reported:

RECEIPTS: 18% remaining of the operating budget to be received for April of fiscal year 2023

EXPENDITURES: 25% remaining of the operating budget to be expended for April of fiscal year 2023

FOUNDATION REPORT:

Meg Crimmons Beene, Library Foundation Chair, recapped the Foundation's post epidemic financial situation. The Foundation is planning a book sale June 23 - 25 at the Venue 701 in North Chattanooga. Pilot program to launch bi-monthly shopping experience to Foundation members and guests starting the month of July. Ms Beene reported on the Foundation's grant award status. Update on the transition of Michael Watson, former Library Development Director and Foundation Liaison and the appointment of Natalie Phillips as Interim.

DIRECTOR'S REPORT:

Jason Sullivan delivered the following report:

Materials, programming, and outreach statistics update.

Award amendment to FY23 State Metro Library Grant.

Updates on Job Fair event and Library partners.

Recruiting for the next Executive Director is ongoing. Series of planned engagements to be announced.

Christina Sacco presented on the establishment of the Exhibit Committee and upcoming exhibits.

Jason Sullivan reported the budget process is ongoing. Proposed plan to accommodate increasing demand for outreach and digital materials coupled with new step pay plan and flat City appropriation by the reduction in hours of operation and the elimination of coffee service and reduction of Page positions.

MOTION TO CHANGE OPERATIONAL HOURS

Jason Sullivan asked for a motion to amend Library Operational Hours to as follows:

Requesting a motion to change the operating hours of all Chattanooga Public Library locations to 9 AM to 6 PM, Monday through Saturday - with the exception of Avondale Branch, which will be open on the same schedule as the Avondale Community Center.

Motion was called by Terry Ladd, seconded by William Sundquist, discussed and approved.

There was a request for reconsideration of the title The Falsification of History: our Distorted Reality by John Hamer, which remains in the collection under the same catalog number. Collection Development Policy Reconsideration Request protocol was discussed.

Library facilities update and review of current and future Capital projects.

Christina Sacco presented Make.Play.Read.Learn. Summer Learning program branding.

Annual Meeting reminder: ByLaws review, FY24 Library Board Officers, and Proposed Presentations:

- Atlanta Consulting Group presentation on investments
- The Studio
- Nontraditional Library Services
- Branch locations
- Holds Lockers
- Mayor Kelly Requested to Speak

CALL FOR PUBLIC COMMENT

Cathy Royal questioned the official start date of new operational hours. Jason Sullivan responded stating the new operational hours are to go into effect Monday, May 22, 2023.

MOTION TO ADJOURN

William Sundquist asked for a motion to adjourn, motion was seconded, and approved.

Attachment: Director's Report Presentation Slideshow

Link to Audio Recording of Meeting:

<https://drive.google.com/file/d/1oSHc5cGtXLHgfGgOdAKJzbaedId5dksx/view?usp=sharing>

Signature

Print Name

Role (Chair/Incoming Chair/Secretary)

Date



Chattanooga Public Library Board of Directors

May 2023 Regular Meeting
Director's Report



Agenda

- Q3 Statistics and Reading Programs Review
- News
- Presentation:
 - Budget Update
 - Hours History and Current State
 - Consistent Hours Motion Request
- Book Challenge Update
- Facilities Update
- Summer Reading Update
- Annual Meeting Discussion



Q3

	System		
	2022	2023	%
Items Owned	785,164	782,774	0%
	Circulation		
Adult	164,634	173,685	5%
AV	61,329	52,801	-14%
Juvenile	355,719	390,811	10%
Teen	32,507	33,635	3%
Digital	173,045	221,911	28%
Total	787,234	872,843	11%
	Programs		
Count	409	1,334	226%
Attendance	12,001	35,378	195%

FY23 Reading Programs

Elementary School Students Only

11 Field Trips - 400+ Students

26 Classroom Visits - 1,400 Students

2 Parent Workshops - 40+ attendees

2 Teacher Workshops - 140 attendees



News

- Development Director Open
- \$150,000 State Metro Grant Improvement
- Unum Partnership
- Annual Local Author Fair
- Executive Director Search Update
- Newly Formed Exhibits Committee



Opening July 2023

WAYNE-DRAMA BACKSTORIES





Coming in January 2024

POLITICS OF
Yellow Fever
IN ALEXANDER
HAMILTON'S AMERICA





News



Orchard Knob
Community Outreach



Chamber Music
Concert at Northgate



Parks & Outdoors Partnership
for Water Day at East Lake Park



Budget Update

\$7,600,000 Total Budget

\$7,300,000 City Appropriation

\$6,200,000 Personnel Expenditure

FY24 New Costs: \$316,000+

\$186,000 Cost of Living Pay Increase

\$130,000 Step Plan Adjustments

Rising Demand for Digital Materials - Fastest Growing at 28%

Cost Increases in General



Budget Update

Cost Savings

4 Part-Time Pages - \$70,000

- Phasing out for 3+ years due to versatility issue
- Growing demand for digital materials

1 Full-Time Executive Assistant - \$80,000

1 Full-Time Deputy Executive Director - \$150,000



Budget Update

Cost Savings

Coffee Service - \$80,000 (one-time only fund balance)

- Mission Connectedness
- Funded Food Cost Only
 - Equipment Cost
 - Personnel Cost
 - Administrative Cost

Hours Change - \$130,000

- Attrition Hold on 2 FTE



Budget Update

New Expenditures: \$316,000+

Reduced Previous Expenditures: \$510,000

Difference: \$194,000 FY24 for Materials

Difference: \$114,000 to FY25



Hours History and Current State

Downtown 1001 Broad St. Chattanooga, TN 37402 423-643-7700	Eastgate 5705 Marlin Rd. Chattanooga, TN 37411 423-643-7770	Northgate 278 Northgate Mall Dr. Chattanooga, TN 37415 423-643-7785	South Chattanooga 925 West 39th St. Chattanooga, TN 37410 423-643-7780	Avondale 1305 Dodson Ave. Chattanooga, TN 37406 423-643-6998
Hours Mon-Thu: 9-8pm Fri-Sat: 9-6pm Sun: Closed	Hours Mon + Thu: 9-8pm Tue, Wed, Fri, Sat: 9-6pm Sun: 1-5pm	Hours Mon + Thu: 9-8pm Tue, Wed, Fri, Sat: 9-6pm Sun: 1-5pm	Hours Mon, Thu, Fri, Sat: 9-6pm Tue + Wed: 11-8pm Sun: Closed	Hours Mon - Fri: 9-8pm Sat: 10- 6pm Sun: Closed

Pandemic: All Locations Open M-F, 8 AM - 5 PM
July 2021: Nights and Weekends Restored
May 2022: Changed to Current Schedule

Downtown Library

1001 Broad Street
Chattanooga, TN 37402

Mon – Thurs: 8am – 7pm
Fri & Sat: 9am – 6pm
Sun: Closed

Eastgate Library

5705 Marlin Road
Chattanooga, TN 37411

Mon – Thurs: 9am – 7pm
Fri & Sat: 9am – 6pm
Sun: 1pm – 5pm

Northgate Library

278 Northgate Mall Dr.
Chattanooga, TN 37415

Mon – Thurs: 9am – 7pm
Fri & Sat: 9am – 6pm
Sun: 1pm – 5pm

South Chattanooga Library

925 West 39th Street
Chattanooga, TN 37410

Mon – Sat: 9am – 6pm
Sun: Closed

Avondale Library

1305 Dodson Avenue
Chattanooga, TN 37406

Mon-Fri: 10am – 6:30pm
Sat & Sun: Closed



Proposed Hours





Hours History and Current State

Northgate Sunday Hours vs. Average All Other Days

1PM-2PM	-47%
2PM-3PM	-82%
3PM-4PM	-48%
4PM-5PM	-62%

Overall 60% fewer circulations on Sundays compared to the rest of the week



Circulation Per Hour

9 AM to 6 PM Average vs 6 PM to 7 PM Actual

Main	Eastgate	Northgate
-64%	-57%	-78%

Overall 66% fewer circulations during the last hour of the day, Monday - Thursday



Operational vs. Labor Hours FY24

-8 Operational Hours - 3 Locations Each

+80 Page Labor Hours per Week

-96 All Location Minimum Labor Hours per Week

(8 Downtown, 2 EG, 2 NG)

+16 Labor Hour Result for Outreach and Programming per Week



Consistent Hours Motion Request

Requesting a motion to change the operating hours of all Chattanooga Public Library locations to 9 AM to 6 PM, Monday through Saturday - with the exception of Avondale Branch, which will be open on the same schedule as the Avondale Community Center.



Book Challenge Update

On March 20, 2023, we received your request for the Chattanooga Public Library to consider removal of the book *The Falsification of History: our Distorted Reality* by John Hamer. Pursuant to the Collection Development Policy, an ad hoc committee was formed to review your request and make a recommendation.

We understand your concerns about the content of this particular book. This item is shelved in Dewey 001.9, which is the catalog identifier for controversial knowledge including deceptions, hoaxes, and delusions. Upon review, it has been recommended this item remain in the collection in the current shelf location.

As per the Chattanooga Public Library Collection Development Policy which is informed by the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#):

The Chattanooga Public Library does not promulgate particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. All materials will be judged as a whole rather than by isolated passages. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft. No materials are excluded or removed from the Library on the basis of race, nationality, political, social or religious beliefs.

Please know we appreciate your contacting us with your concerns regarding this item. Thank you for your continued use and support of the Chattanooga Public Library.

Sincerely,

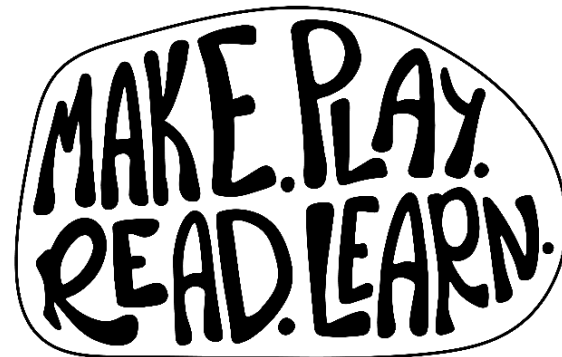


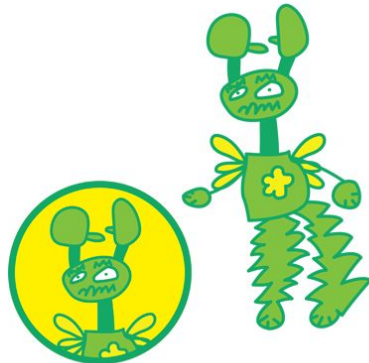
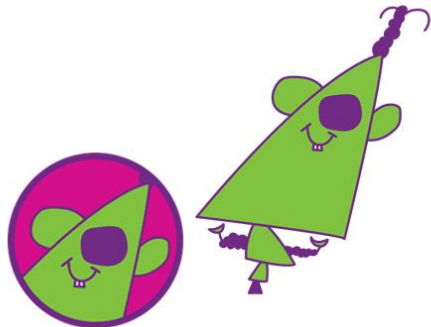
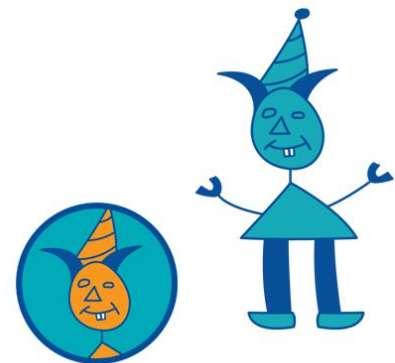
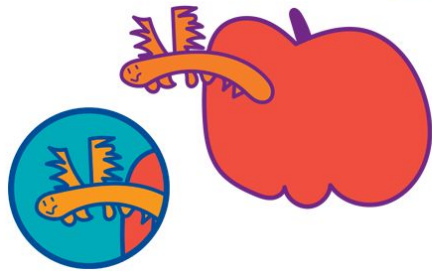
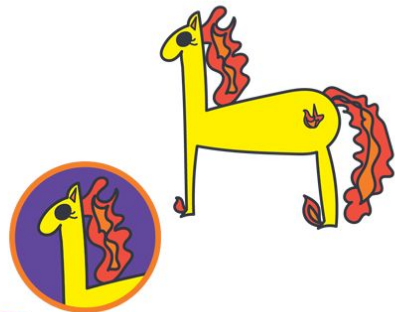
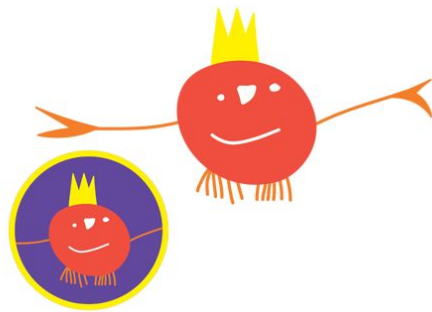
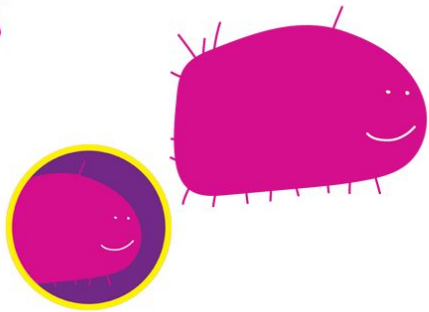
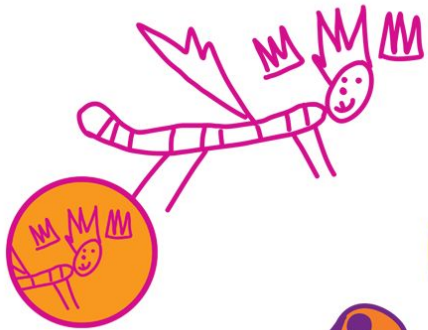
Facilities Update

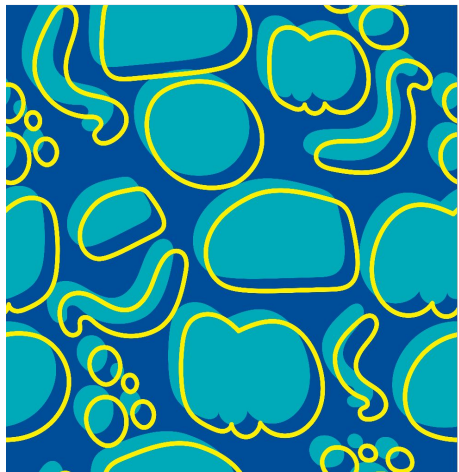
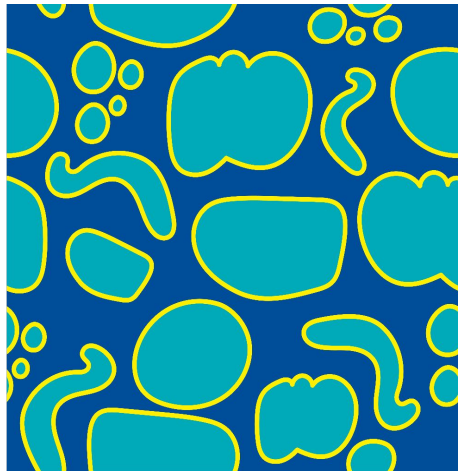
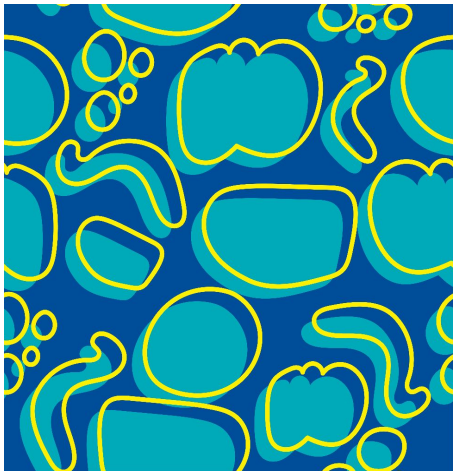
- Accessible Water Fountains Complete
- Further Accessibility Concerns to be Addressed
- Substantial General Repairs Needed
- Water Fountain Sculptures at Main quite leaky and broken
- Met with City Capital Planning about using funds for repairs



New MPRL Branding









Annual Meeting Discussion

- Bylaws Review
- Officers Established for FY24
- Presentations:
 - Studio
 - Branches
 - Shirts
 - Holds Lockers
 - Investment Report from Atlanta Consulting Group
- Mayor Requested to Speak Briefly