

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-SEPTEMBER 20, 2022  
12:00 p.m.

The Board of Directors of the Chattanooga Public Library met on September 20, 2022 at 12:00 p.m. with Board Chair, William Sundquist, presiding.

Ms. Sara McManus called the roll. The following members were present:

Erik Broeren  
Kim Gavin  
Tom Griscom  
Dionne Jenkins  
Sara McManus  
William Sundquist  
Anna Taylor

Also present: Corinne Hill, Executive Director; Richard Beeland, Deputy Executive Director; Jason Sullivan, Chief Administrative Officer; Sheldon Owens, Operations Manager; Richard Groves, Assistant Director of Technology; Natalie Phillips, Finance Manager; Christina Sacco, Public Relations Coordinator; Michael Watson, Development Director; Aamna Khan, Fiscal Technician; Valerie Malueg, City Attorney; and Karen Brown, Executive Assistant.

Mr. William Sundquist, Board Chair; called the meeting to order.

Mr. William Sundquist announced that the library board has a new member, Ms. Anna Taylor. Mr. Sundquist asked Ms. Taylor to introduce herself to the board. Ms. Taylor stated that she is new to Chattanooga and moved here from New York City during the pandemic. Ms. Taylor said she has a background in youth services librarianship and hopes to bring a fun perspective and support to the Chattanooga Public Library.

Mr. Sundquist informed the public that if you wish to make a public comment to the Board, there will be an opportunity for you to do so at the end of the agenda. Mr. Sundquist asked that comments be limited to two minutes and they will be timed. Also, the comments must conclude by the end of the meeting, which is 1:00 p.m.

#### **APPROVAL OF THE MINUTES OF THE JULY 20, 2022 REGULAR BOARD OF DIRECTORS' MEETING**

*Kim Gavin made a motion that the minutes of the July 20, 2022 Regular Board of Directors' meeting be approved. Ms. Sara McManus seconded the motion. The motion was approved and carried.*

#### **TREASURER'S REPORT:**

Ms. Natalie Phillips, Finance Manager, reported:

**RECEIPTS:** 83% remaining of the operating budget to be received for the fiscal year 2022-2023

**EXPENDITURES:** 88% remaining of the operating budget to be expended for the fiscal year 2022-2023

#### **FOUNDATION REPORT:**

Mr. Michael Watson, Library Development Director, reported that the Foundation board did not meet in August so there was no report. However, Mr. Michael Watson wanted to share a few Foundation numbers with everyone. As everyone knows the Foundation uses revenue from book sales to support operating expenses and library programs. Since January of this year 10,675 books have been listed on three online sales platforms at a value of \$237,000.00. \$25,000 worth of those books have been sold this year. We have one part-time person

employed by the Foundation to accomplish this task. Mr. Watson wanted to share these numbers because he feels that Marsha, the part-time employee, should receive credit for accomplishing those sales numbers. She has done amazing this year thus far.

As you all know the Americans in the Holocaust exhibit is opening January 26, 2023 and to date we have \$54,000.00 committed in fundraising support. The Foundation is receiving more donations everyday since their patron letters and sponsor packets have gone out. This year to date, the Foundation has invested \$106,532.83 in library programming and projects. In comparison in 2021 and 2022 the combined total of investments in those two years was \$96,040.00. We may possibly hit the combined total for all three years during this year. We are very proud of those numbers.

Mr. William Sundquist commented that he heard the Foundation recently had a successful book sale. Mr. Watson responded that yes they did. The book sales in years past have been held over a 3 week period and the Foundation condensed it to 3 days. They made the same amount of revenue with less overhead. The Foundation annual meeting is coming up very soon and part of the meeting will include a book shopping event.

#### **DIRECTOR'S REPORT:**

Ms. Corinne Hill requested a motion to amend the library board statement regarding library cards for non-city residents to exclude naming specific library programs that you can access without a library card to just read "our many library programs are open to all with no card required."

*Ms. Dionne Jenkins made a motion to amend the library board statement regarding library cards for non-city residents to exclude naming specific library programs that you can access without a library card to just read "our many library programs are open to all with no card required." Ms. Sara McManus seconded the motion.*

*Mr. Tom Griscom proposed that the motion be amended to include a sentence in the board statement regarding library cards for non city residents to read "Hamilton County residents who question the non-resident charge should contact their Hamilton County Commissioner."*

*Ms. Sara McManus seconded the additional language to the initial motion to include a sentence in the board statement regarding library cards for non city residents to read "Hamilton County residents who question the non-resident charge should "contact" their Hamilton County Commissioner." The motion was approved and carried.*

Ms. Corinne Hill requested a motion seeking authorization to increase the price for consumables by adding 15% to our current prices and round to the nearest quarter dollar (.00, .25, .50, .75). This motion would also add 15% to the price of filament used in our 3D printers

and plastic laminate and round up to the nearest \$0.05 cents. Library staff would reevaluate pricing quarterly and adjust accordingly.

Example:      Our cost for Latte - \$1.07  
                  Current Price - \$2.50  
                  Increase:  $\$2.50 \times 15\% = \$2.88$   
                  Rounded up to nearest quarter dollar - \$0.12 adjustment for rounding  
                  New price for Latte - \$3.00

*Ms. Sara McManus made a motion to approve the price for consumables by adding 15% to our current prices and round to the nearest quarter dollar (.00, .25, .50, .75). This motion would also add 15% to the price of filament used in our 3D printers and plastic laminate and round up to the nearest \$0.05 cents. Library staff would reevaluate pricing quarterly and adjust accordingly.*

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Mr. Tom Griscom and Mr. William Sundquist stated they would like a report back from library staff if prices were readjusted to reflect market costs. Mr. William Sundquist wanted assurance that if consumable prices happen to go down that staff will reevaluate the consumable prices to reflect the decreased cost. Ms. Corinne Hill responded that staff would keep the Board apprised of any price changes in product.

*Ms. Kim Gavin seconded the motion. The motion was approved and carried.*

Ms. Corinne Hill explained that when our new board member, Anna Taylor, was going through the onboarding process she asked about a library tour of the branches. Ms. Hill thought this was a really terrific idea. She thought it would be great to offer all board members a chance to tour our branch libraries. Ms. Hill asked the Board to let Ms. Karen Brown know by Friday, if they were interested in a tour to be able to coordinate dates with everyone's schedules. Ms. Dionne Jenkins, Board Chair-Elect, commented that she knew Mr. William Sundquist, Board Chair,

travels a lot but felt that she or Mr. Sundquist should coordinate so that one of them could be on the tour. Mr. Sundquist agreed.

Ms. Corinne Hill informed the Board that Richard Groves, Assistant Director for Technology and Innovation and Crissy Varnell, 4th Floor/ Makerspace Supervisor, will be presenting at the Texas Library Association Conference on Cultivating Curiosity in Your Community. Ms. Hill explained that it is an honor to be selected to present at this conference. The Texas Library Association usually selects a small percentage of the total presentations for the conference from out of state.

Ms. Christina Sacco gave the monthly public relations report. The report is attached and made a part of the minutes. The Library is excited that Elders Ace Hardware is now an official sponsor of the tool library. We have a lot of big items like wheelbarrows, rakes, etc. that we didn't have before. We are working on coordinating an event where the public can come and see what is available since the items are too large to be on display.

Our annual report will be finished before our board meeting next month. Ms. Sacco asked the Board to send her updated headshots by the first Friday in October. Ms. Sacco asked new board member, Anna Taylor to send her a headshot for the report.

The next Chattanooga Public Library board meeting is scheduled for Tuesday, October 18, 2022.

Ms. Valerie Malueg, City Attorney, commented that we need to schedule board training for the City of Chattanooga Governance Guide. It has been recently updated and needs to be reviewed. Mr. Sundquist and Ms. Hill told Ms. Malueg that they would work together to schedule the training.

Mr. William Sundquist, Board Chair, asked the Board beginning in January 2023 to change the board meeting from the third Tuesday to the third Wednesday of the month at 12:00 p.m. to accommodate Ms. Dionne Jenkin's schedule to attend regular board meetings. Mr. Sundquist proposed this will go into effect in January 2023. Ms. Jenkins will become the Library Board-Chair in July 2023.

*Ms. Sara McManus made a motion to change the board meeting from the third Tuesday to the third Wednesday of the month at 12:00 p.m. to accommodate Ms. Dionne Jenkins's work scheduled board meetings. Mr. Sundquist proposed this will go into effect in January 2023. Mr. Erik Broeren seconded the motion. The motion was approved and carried.*

Mr. William Sundquist asked the Board for discussion in regards to changing the monthly library board meetings to a quarterly meeting schedule. There was a lot of discussion around this topic. It was decided that the Board would revisit the topic in the October 18, 2022 board meeting. The library team was tasked to provide the following information at the next board meeting:

other city boards meeting schedules, whether they be monthly, every other month, or quarterly; what months the library board absolutely needs to meet to conduct certain business.

Ms. Valerie Malueg asked if changing the board meeting schedule would be on the next month's board meeting agenda as she would be away on vacation. She offered to send her backup city attorney, Melinda Foster, to the meeting. Ms. Malueg pointed out that if a board meeting change is approved then library bylaws will need to reflect that change and be amended.

Mr. William Sundquist asked the Board to cancel the December 20, 2022 Chattanooga Public Library board meeting.

*Ms. Sara McManus made a motion to cancel the December 20, 2022 Chattanooga Public Library board meeting. Ms. Kim Gavin seconded the motion. The motion was approved and carried.*

*Ms. Dionne Jenkins made a motion to adjourn the meeting. Ms. Kim Gavin seconded the motion. The motion was approved and carried.*

Mr. William Sundquist, Board Chair, adjourned the meeting at 12:45 p.m.

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*Ms. Sara McManus, Board Secretary*

