

CHATTANOOGA PUBLIC LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE

MINUTES  
BOARD MEETING-SEPTEMBER 20, 2023  
12:00 PM

The Board of Directors of the Chattanooga Public Library met on September 20, 2023 at noon with Board Chair, Dionne Jenkins, presiding.

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

Jane Elmore  
Jessica Friedowitz  
Dionne Jenkins  
Sara McManus  
Anna Taylor

Dionne Jenkins called the meeting to order, informed public attendees they will have the opportunity to address the Board, announced Will O'Hearn as the Executive Director, and called upon Board members to introduce themselves.

**Motion: Approval of the minutes of the July 19, 2023 regular Board of Directors Meeting**

*Dionne Jenkins proposed a motion that the minutes of the July 19, 2023 Regular Board of Directors' meeting be approved. The motion was made by Jess Friedowitz, seconded by Sara McManus, and approved unanimously.*

**TREASURER'S REPORT:**

Natalie Phillips, Finance Manager, reported:

RECEIPTS: 80% remaining of the operating budget to be received for fiscal year 2024

EXPENDITURES: 89% remaining of the operating budget to be expended for fiscal year 2024

STATE METRO GRANT: 14% expended, to complete by March 2024

FINANCE COMMITTEE: Approved rebalance of Kimmerer account to Large Cap U.S. Fixed Income to maintain compliance with the established IPS range. Moved two managers to caution status, and will monitor performance.

## **FOUNDATION REPORT:**

Natalie Phillips, as Interim Development Director, reported the Foundation has provided a record amount of support to the Chattanooga Public Library over the last two years. After substantial effort the Foundation had reactivated its Amazon storefront. The annual meeting will occur in January and Foundation Board positions are opening up. She announced several fundraiser sales and events to occur soon. Dionne Jenkins praised the efforts of and expressed appreciation for the Foundation.

## **DIRECTOR'S REPORT:**

Will O'Hearn, Executive Director, introduced Lee Hope to deliver a presentation about the Summer Learning program. (Presentation attached.)

After thanking Lee for the presentation, Mr. O'Hearn announced the Chattanooga Public Library had been awarded a technology grant from the State of Tennessee.

### **Motion: Accept a grant for \$12,433 from the State of Tennessee to purchase technology related materials [FY24 LSTA Grant]**

*The motion was made by Sara McManus, seconded by Jess Friedowitz, and approved unanimously.*

Continuing the report, Mr. O'Hearn reported on the recent Wayne White reception with over 250 attendees with Mayor Kelly speaking and the exhibit currently present on the third floor of the Downtown Main location – he shared some observations about the success of the event.

Will thanked an anonymous donor to the Foundation who recently sponsored 78 nonresident membership cards, to be distributed at an upcoming Foundation fundraising event.

The Chattanooga Public Library now offers automated renewal of Library cards through a vendor which validates residence from public records.

Chattanooga Public Library staff recently attended an all-hands meeting with Mayor Kelly. Will outlined subjects discussed including the book Extreme Ownership, praise from the Mayor, and one year goals. Will individually named the one year goals and spoke on each of them.

All goals are to be completed within fiscal year 2024

#### **\*\*Goal 1: Enhance Access by Installing Three Materials Pickup Lockers\*\***

Description: Expand access by installing pickup lockers at three locations, Heritage Park, Eastdale, and Lookout Valley, ensuring convenient access for our patrons.

#### **\*\*Goal 2: Foster Stronger Connections with Key Stakeholders\*\***

Description: Establish and strengthen relationships by meeting with each Council member and other key stakeholders to collaborate on how our library can serve our community and gain feedback and support on the library's direction.

**\*\*Goal 3: Conduct Thorough Program Evaluations\*\***

Description: Create meaningful evaluations of three library programs to assess their effectiveness and make data-driven improvement goals with the help of Jared Walker.

**\*\*Goal 4: Forge Partnerships with the Office of New Americans\*\***

Description: Collaborate with the Office of New Americans to support their mission by providing valuable resources and services to newcomers in our community.

**\*\*Goal 5: Develop a Comprehensive Strategic Plan\*\***

Description: Engage community stakeholders to gather input and insights to inform the creation and implementation of a robust and actionable strategic plan for our library's future.

**\*\*Goal 6: Sustain and Expand Accessibility Initiatives\*\***

Description: Build on our commitment to accessibility by completing at least one significant improvement project that enhances services for our patrons.

**\*\*Goal 7: Implement Additional Standard Operating Procedures\*\***

Description: Identify Standard Operating Procedures needed for library staff to ensure consistent, efficient operations, create a schedule for completing identified Standard Operating Procedures, and implement three new standard operating procedure documents.

**\*\*Goal 8: Enhance Online Access to Library Services\*\***

Description: Enhance our library's online presence by launching a modern, updated website with improved accessibility features.

**\*\*Goal 9: Participate in Chattanooga Improves\*\***

Description: Implement Chattanooga Improves so that operations throughout the City of Chattanooga are consistent, efficient, and effective. Currently scheduled for January 2024.

**\*\*Goal 10: Expand Unique Collections\*\***

Description: Add one new unique collection to our library this year.

**\*\*Goal 11: Establish Outreach in Every District\*\***

Description: Develop and implement outreach in each district to ensure our library is actively engaged with and serving everyone within our community.

Board members briefly discussed some of these goals.

Will then informed the Board that the Library has received two requests for reconsideration of materials for the collection: one covering the titles It's Perfectly Normal, Born Ready, and It's Good to be Yourself, as well as an ALA poster; and the other for the 4<sup>th</sup> Floor Zine collection. An ad-hoc committee is being formed to review and make a recommendation per Chattanooga Public Library policy.

Will reported on staff travel:

- Christina Sacco and Brittany Stephens will be travelling to a Library Marketing Conference, where Christina will be presenting.
- Lee Hope recently attended a Bright Start Conference in Nashville, where she is on the steering committee.

All Board members were reminded of current and forthcoming Library Board member open seats, and if they knew someone who might apply they should do so through the Granicus website.

Will recognized Jason Sullivan for his service as interim Executive Director.

### **CALL FOR PUBLIC COMMENT**

No Response

### **NEW BUSINESS**

No Response

### **OLD BUSINESS**

No Response

### **MOTION TO ADJOURN**

*Made by Sara McManus and Seconded by Jess Friedowitz, passed unanimously*

Link to Audio Recording of Meeting:

<https://drive.google.com/file/d/1244nKpKKaCsUJRI53TteckACODEbQBTQ/view?usp=sharing>

---

*Signature*

---

*Print Name*

---

*Role (Chair/Incoming Chair/Secretary)*

---

*Date*



# Summer Learning Program 2023



**MAKE. PLAY.  
READ. LEARN.**





M.P.R.L.  
Kick Off  
Parties  
May 20, 2-4 PM



Make  
Believe



Fantasy



Fairytales  
&  
Folktales

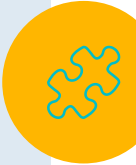




# Beanstack

- Preschool- Ages 0-5
- Elementary– Grades K-5
- Middle & High School+ Grades 6-12
- Adult – Ages 18+

MAKE. PLAY.  
READ. LEARN.



# Beanstack

- Preschool- Ages 0-5
- Elementary– Grades K-5
- Middle & High School– Grades 6-12
- Adult – Ages 18+



# MPRL Incentives

- Free Book when Signing Up
- Activity Badges

10 Virtual Badges to Earn

15 Different Activities to Choose

5 of which are reading for 20 minutes

Must Complete 5 Activities to Earn a Badge

Earn All 10 Badges to Complete

- Paper Option
- Prize Bag for Completing
- Grand Prizes

# Programs



Bringing kids of all ages together to interact in fun, creative activities that foster a love of learning, exploring & play





# Summer Celebrations July 29, 2-4 pm

Games  
Crafts & Activities  
Prizes & More!



## Statistics

- 1,454 total registrations
  - 312 preschool age
  - 752 elementary age
  - 193 middle/high age
  - 197 adults
- 635 active readers
- 19,116 activities completed
- 7,010 badges earned
- 286 book reviews submitted
- 15,333 books read!!!



*“Why would I want to leave the library and go home? Who would ever want to do that?”*

~5-year-old talking to his mother in Children’s

