

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY  
1001 BROAD STREET  
CHATTANOOGA, TENNESSEE**

**MINUTES**

**BOARD MEETING – OCTOBER 18, 2011**

**2:00 P.M.**

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on October 18, 2011, at 4:00 p.m., in the Board Room with Board Chair, Jim Kennedy, presiding.

The following members were present: Herbert Cohn  
Tom Griscom  
Mai Bell Hurley  
James Kennedy  
Theresa Liedtka  
Karen McMahon  
Chrystal Partridge

Also attending was Valerie Malueg, Attorney. Library staff present were Eva Johnston, Interim Director; Eileen Johnson, Fiscal Analyst; and May Langmann, Administrative Assistant.

Mr. Jim Kennedy called to meeting to order.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 20, 2011, BOARD MEETING:**

*Ms. Theresa Liedtka moved the approval of the minutes of the September 20, 2011 meeting with the clarification that we add the specifics regarding the length of card privileges. Mrs. Karen McMahon seconded the motion and it was unanimously approved and carried.*

**TREASURER'S REPORT:**

Mr. Herb Cohn informed the Board that Mrs. Eileen Johnson and Mrs. Eva Johnston very graciously met with him earlier today and went over the budget. He would like Mrs. Daisy Madison or one of her assistants to look over our report format, now that we are a city agency. Mr. Cohn said that once Mrs. Johnson explained the report to him, he better understood the financial report

Mr. Kennedy gave the floor over to Ms. Malueg. Ms. Malueg distributed packets to each Board member containing things like Board member ethics and the Sunshine Law that she needs to discuss with them. Because this applies to all Boards across the City, the last 4 or 5 pages regarding administrative hearings for Boards may or may not apply to this Board. This will give the Board a general understanding with respect to what the law is. If there are particular issues that may or may not be addressed in the handout, she suggested that someone call her.

Mr. Kennedy asked Mrs. May Langmann to send an e-mail to the Board listing each Board member's e-mail address.

Ms. Malueg went through the "Board Member Training Session" handout page by page with the Board. It was decided that the Board Member Training Session be made a part of the Minutes of today's Board Meeting. See attached handout.

Mr. Kennedy told Ms. Malueg that it is his understanding that she is here today (and present at any future Board meetings), as the legal representative from the City and she has to be here. Is that right? She replied yes and no; she does not have to be here for the Board to have a meeting. If the Board has a legal issue obviously it is advisable for her to be here but no, the Board can conduct business without her.

When asked about proper procedures concerning the search for a new library director, Ms. Malueg explained that the Board is under no obligation at this point to disclose the names of people that they are interviewing for the position; the Board, however, cannot make a decision about winnowing them down from seven to three or whatever, unless the Board is abiding by the Sunshine Law. Whether they can narrow the field down to three or not, Mr. Kennedy hopes the Board will have a decision by tomorrow. Interview results may be distributed by e-mail or something else but a record will be there.

**DIRECTOR'S REMARKS:**

Mrs. Johnston explained that as expected, circulation numbers went down because we are no longer including Ooltewah/Collegedale statistics. The use of Eastgate has increased because a lot of people in the Ooltewah/Collegedale area now go to Eastgate. Mrs. Johnston made a visit to the Collegedale Library and viewed the process they are using for taking photos when patrons register for library cards. Mrs. Johnston would like to initiate photo registration at our library as soon as possible.

Mrs. Johnston reported on the new collection agency, National Recovery Service. When we were with the CARL Corporation it was very difficult to get accurate reports to give to the collection agency. With Polaris, however, we have been sending in names and getting reports weekly.

**POLICY CHANGES:**

The Board discussed forming a committee for the adoption of new library card policies. Mrs. Johnston has changed the wording on present library policies so the staff will have a guideline in the meantime. She distributed copies of the pertinent policies with the changes printed in red. Mrs. Hurley asked if we have started collecting the \$50.00 non-City resident fee and Mrs. Johnston said yes, seven people paid \$50 in the first week. Mr. Griscom asked if this information is on the City's website and Mrs. Johnston said no. He said there should be an explanation on the City's website with a link to the library. Mrs. Johnston said Ms. Andria Davis had talked to Mr. Richard Beeland about linking from the City website to ours. Mr. Griscom said the City should have a statement because a lot of people go there first.

**CLUBLIB:**

Mrs. Johnston thanked the Board members who came to *Clublib*. Mrs. Hurley was there and said she did not see anybody she knew. She added that she was amazed at the age of the crowd and that it was wonderful to see all those people willing to pay \$75 or \$110 to support the library. Ms. Davis took a couple of days off after *Clublib* so she will give us the final numbers at next month's meeting.

Mr. Cohn commented that library staff did an unbelievable job – their creativity and devotion to their work. He thinks that is our most important asset.

**OTHER MATTERS:**

Ms. Malueg wanted to make one legal announcement. In regard to the Board's question last month about the Friends' representative being an *ex-officio* member of the Board – as long as they did not vote on any matters, it is perfectly alright.

Dr. Chrystal Partridge reminded anyone who does not have a Bi-Lo Booster club card to pick one up at any of the public service desks. With the card, Bi-Lo will give 1% of your total bill to the library. Mrs. Johnston said we usually get the maximum amount of \$1,500 every six months or \$3,000 for the year.

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At this point, approximately 2:50 p.m., library staff exited the meeting.

The Board conducted phone interviews for the position of Library Director during the last part of the Library Board Meeting. The meeting adjourned at approximately 7:00 p.m.

Chrystal Partridge  
Secretary