

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

MINUTES

BOARD MEETING – JULY 19, 2011

4:00 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on July 19, 2011, at 4:00 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Tom Griscom
Mai Bell Hurley
Pat Kelley
Doris Kelly
Chrystal Partridge
Rickie Pierce
David Turner
Barbara Wofford

Also present were Eva Johnston, Interim Director; Eileen Johnson, Fiscal Coordinator; Andria Davis, Community Relations Coordinator; and May Langmann, Administrative Assistant.

APPROVAL OF THE MINUTES OF THE JUNE 21, 2011, BOARD MEETING:

Mr. Tom Griscom moved that the minutes of the June 21, 2011, meeting be approved, Mrs. Rickie Pierce seconded the motion and it was unanimously approved and carried.

Mr. Turner announced that the agenda would not be followed this afternoon. Because Board approval was necessary on various library issues, he called on Mrs. Eva Johnston to make motions on several items of business. Mrs. Johnson explained that before library staff could order anything in the new fiscal year, the City's purchasing department required blanket accounts to be set up and approved by the Board. Since outlining the decisions that must be made in her Director's Remarks to the Board, she and Mrs. Eileen Johnson have found three additional items that must be addressed. These items are OCLC (formerly Lyasis) the online cataloging of the books, ProQuest and Brilliance Audio. These budget line items must be combined into one account prior to any expenditure.

Concerning the van that was requested through our capital budget, Mrs. Johnston stated she received advice from Ms. Daisy Madison as how to proceed. Based on Ms. Madison's recommendation, Ms. Johnston requested Board approval to purchase a van from remaining funds from previous capital projects. Ms. Johnston explained that when slate in the front entrance of the library was replaced, not all of the money was spent. We have \$20,000 leftover from that project and another \$18,000 leftover from a project to fix the chillers some years ago. Mrs. Pierce asked what was the amount that Mrs. Johnston was requesting for the additional blanket contracts. Mrs. Johnston said we are asking \$20,000 for OCLC, \$20,000 for ProQuest and \$6,000 for Brilliance Audio. Mrs. Mai Bell Hurley asked if this is all in the book budget. Mrs. Johnston said yes.

Mrs. Mai Bell Hurley moved that the Board approve the purchase of a new delivery van using current capital project balances and set up "Blanket Contract" amounts with the following library vendors:

<i>Baker & Taylor</i>	\$119,000.00
<i>Ingram Library Svcs</i>	\$114,000.00
<i>Gale Group</i>	\$ 15,000.00
<i>Midwest Tape</i>	\$ 45,000.00
<i>Random House</i>	\$ 25,000.00
<i>Recorded Books</i>	\$ 45,000.00
<i>OCLC</i>	\$ 20,000.00
<i>ProQuest</i>	\$ 20,000.00
<i>Brilliance Audio</i>	\$ 6,000.00

Mr. Tom Griscom seconded the motion and it was unanimously approved and carried.

DIRECTOR’S REPORT:

Mrs. Johnston informed the Board that Ms. June Garcia, the library consultant, and Ms. Sandra Nelson, former deputy State Librarian, were at the meeting she attended at City Hall with Mayor Ron Littlefield. They discussed different types of governance of public libraries. An example cited by Ms. Johnston was the San Jose Public Library where they built a new library building with floors that alternated between a public library and university library. However, the libraries are administered differently as was our library when we shared a UTC building on McCallie Avenue. They also discussed the differences between a library that was a department of the government and a library that was an agency with a Board of Directors. Different types of Boards were discussed – advisory and administrative. Mrs. Hurley asked if they talked at all about the university wanting a presence downtown or moving our library administration offices to the 4th floor while UTC utilizes the 3rd floor. Mr. Griscom reported the 4th floor is a problem. University officials came in to look at it and there are so many architectural issues involved that the amount of money to create usable public space is very high.

Mr. Griscom reported on a recent meeting he attended. A representative from Cisco Systems came to town and one of the things he talked about was the library. In seeing the mayor last night and Mr. Oldham of UTC later today, the mayor’s committee was going to bring back up this issue of governance. Mr. Griscom suggested that if UTC was interested in having a downtown footprint; they might hold classes here. As UTC expands, classes could also be held in the proposed new Hixson and Brainerd branches. Mr. Griscom said that construction of the UTC library is expected to be complete within their time frame.

Mrs. Johnston said she and Ms. Theresa Liedtka of UTC talked about sharing databases. Because we just renewed our EBSCO contract, sharing resources could reduce our costs. They also talked about students from the university teaching computer classes here, giving them teaching experience. Mr. Griscom said one of the things he would put on the table with the Cisco Systems representative is how can we get a library-type rate for eBooks from Amazon, Barnes & Noble, Apple, etc. Mrs. Hurley recently met someone who has his own foundation and is interested in connecting us with this wired initiative. She suggested that the library be a center where the public could come to understand all that EPB is bringing to us.

TREASURER’S REPORT:

Mrs. Eileen Johnson reviewed the June financial statement. This is the last month of the 2010-2011 fiscal year.

Income:

We have received 94% of our budgeted income. We added back in \$2,964.34, which was unspent from a previous elevator project. The City said we could use those funds to help pay for our current elevator project because we did not receive enough funds from the City and County to cover the entire amount due.

We are going to have to use \$7,000 of the end of the year balance, to balance our budget. When asked about the budget amount given to us by the City, Mrs. Johnson said the City added into the operating budget the \$98,000 that they gave us for the elevators. They did not count this as capital money. Mrs. Hurley asked if we have discussed with them us retaining the moneys that we save by not administering Ooltewah/Collegedale. Mrs. Johnston told her that the City took that amount out of the budget.

Expenses:

Under Rent, every year we are charged a portion of the management fees plus taxes, maintenance and utilities pertaining to the lease of the Eastgate Library. This lump sum of \$24,267.75 was recently paid. Under Elevator, payment of \$138,729.66 was made to Chattanooga Elevator. There will be some escrow money kept back by the City until they are sure the elevators are working properly.

We spent 94% of what we budgeted for the year.

On Demand:

We had receipts of \$4,212.00, purchases of \$3,343.15, and we will carry forward \$2,966.38 into fiscal year 2011/2012.

DIRECTOR'S REMARKS:

As stated in her Director's Remarks, Mrs. Johnston said year-end circulation is down slightly. This was expected because we were closed for 5 days for transitioning to Polaris and also because of the winter snowstorms.

We are waiting on the City to approve the purchase of Microsoft Office software for our new computers.

Both elevators are now working.

We will continue to administer the Ooltewah/Collegedale branch through the end of July. They will close August 1 for two weeks. Ms. Johnston will meet on Friday, July 22, with one of the men responsible for the conversion over to LSSI. We will transfer data for their materials to their server and will remove proprietary software from their computers that is licensed to us.

Mrs. Johnston received an email from Ms. Daisy Madison and Mr. Randy Ray, Finance Department, stating that they were going to ask for \$1 Million for the new Eastgate building. Ms. Johnston read in the paper that the amount is \$750,000.00. Mrs. Johnston attended the Eastgate Action Committee meeting last Thursday.

Mrs. Rickie Pierce asked how the O/C staff reacted to the private management company, LSSI. Mrs. Johnston reported that LSSI hired three of the full-time people at their regular salary, but staff will have to pay more for their benefits. LSSI offered the other full-time and part-time staff employment but at \$8.50 per hour and with no benefits. Replying to a question from Dr. Barbara Wofford, Mrs. Johnston said the staff would not lose their pension benefits. If we have openings within a year and we hire them back, they can be reinstated without losing their time or related

benefits. For staff who are not hired, Mr. Mike McMahan suggested we put them on administrative leave for a couple of weeks to give the City a chance to see if they have any positions that might be available. Mrs. Johnston hopes to give them 2 weeks' severance pay. She talked with the City's Personnel Department and we've got the money within our budget. Mrs. Madison said the City had built in extra money into the new budget, just in case the O/C library was kept open a little longer after the new fiscal year.

Mrs. Johnston said that Mrs. Joanne Stanfield, the head of the O/C library, asked about the exchange of books. We currently have daily delivery between branches and hundreds of books go back and forth from here to O/C. Mrs. Johnston told Mrs. Stanfield that unless something can be arranged, we would not make deliveries after we get the books sorted out. Mrs. Johnston researched the cost of book delivery to O/C. She learned that when the cost was last calculated in 1993, every delivery cost \$17. She does not think that the City would want us to continue delivery to O/C without some compensation. Mrs. Johnston told Mrs. Stanfield her Collegedale library patrons can request materials through Interlibrary Loan, which means they can borrow items from us but they would have to pay postage for mail delivery.

Mrs. Pat Kelley asked who decides which books stay at the O/C library versus which books are returned to our library system. Mrs. Johnston said that all books are cataloged as belonging to one particular location. Each branch has its own location designation and call number on the spine of the book. When a book that is returned here belongs to another library, the computer will say, "Send to..." whatever branch. That's what a lot of our daily delivery is – books that are returned here but belong to another library branch. Books that are on O/C's shelves will remain in their collection.

LSSI will have full control of the Collegedale Public Library and has a contract for 5 years.

FRIENDS OF THE LIBRARY:

On behalf of the Friends of the Library, Ms. Andria Davis informed the Board that the Friends bought the library a new color copier/printer that also makes 1 ft. x 4 ft. banners.

CLUBLIB:

Ms. Davis passed around Club Lib Save-the-Date cards. Cards will be mailed the next day to 3,300 people. This year the proceeds will go to buy eBooks and eAudio books. The goal is to clear \$70,000 to purchase a core collection that would rival any library our size in the Southeast. Lisa and Dan Nausley have agreed to move from an advisory position to active chairs of the event this year. Last year they raised a record \$120,000.00 before expenses. Mr. Griscom asked if we would also be buying eReaders? Mrs. Johnston said she would like to purchase various types of eReaders for library staff to learn to operate; because, we have patrons coming in everyday wanting to learn how to use them. Some libraries have Nooks and Kindles available for patron checkout. From what she has read, patrons are good about taking care of them. Ms. Davis said that in a recent grant that she wrote to Bi-Lo, she included a line item to buy 10 eReaders for each branch.

Mr. Griscom asked if Ms. Liedtka at UTC knows about *ClubLib* and, if not, we should let her know. He thinks students would actually come to the event.

Ms. Davis said the website, www.clublibevent.com, has been fine-tuned and guests can now buy multiple tickets at one time; the convenience fee has also been adjusted. As of today, 4 VIP tickets have already been sold through the website. She also added a donation button this year for those who cannot attend but want to support the library.

Ms. Davis passed around key tags for the Bi-Lo Booster Plus program. In the past Bi-Lo furnished paper registration forms, which supporters took to Bi-Lo to register 1% of their total spending to be given to the Friends of the Library. This year Bi-Lo issued plastic key tags. Charitable designations have to be renewed every year in July, because Bi-Lo's computer system purges all designations in June. Mrs. Johnston told the Board that in the past the Friends have received the maximum \$1,500 every six months for a total of \$3,000 for the year. Ms. Davis said she would be placing bowls of key tags at all the branches and at downtown public service desks so patrons can easily pick them up.

Mrs. Pierce said the poster and "Save-the-Date" card are arresting enough to create interest. Ms. Davis stated that she will include "You must be 21 or older to attend" to the posters if we are going to post them at UTC. Everyone agreed.

OTHER MATTERS:

Dr. Barbara Wofford told Mr. Turner that she is resigning from the Board. Mr. Turner announced that Ms. Mary Lou Drazich has also resigned.

Mrs. Pat Kelley said that she and Dr. Chrystal Partridge wondered if matters they voted on were legitimate because most of the Board members' terms have expired. Mrs. Johnston informed them that the bylaws state that until a Board member is replaced, that Board member is still in office. Mrs. May Langmann read aloud the list of City and County appointees as well as the expiry dates of their terms.

Mrs. Johnston told the Board that the mayor will be appointing a new Board but had not given her any names of those being considered. Mrs. Kelley asked if there is a time frame for the mayor to make the new appointments and Mrs. Johnston replied "immediately or as immediately as the law will allow." The City Attorney is drafting a resolution to create a new Board, which then has to go before the City Council.

Mrs. Johnston thanked everyone for coming to the meeting.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 4:45 p.m.

Pat Kelley
Secretary