

**COLLEGEDALE PUBLIC LIBRARY
BOARD MEETING
TUESDAY, JANUARY 8, 2019**

CALL TO ORDER: Nikki Johnson

The Board of Collegedale Public Library met on Tuesday, January 8, 2019 at 7:00 P.M. Members present:

- Nikki Johnson, Chair.
- Natalie Wright, Director
- Mitchell Thiel
- Heidi Marshall, Secretary
- Kelly Hicks, Liaison for Friends of the Library
- Stanley Cottrell
- John Willis

The meeting was called to order by Nikki Johnson, Chair.

APPROVAL OF MINUTES:

The minutes of the previous meeting on October 9, 2018, was distributed to each member and approved.

UNFINISHED (BUSINESS

- Board member recruitment. Board members agree to begin advertising openings via library newsletter, signs, etc. Intention to fill two vacancies by April meeting.

NEW BUSINESS

- National Library Week-Board would like to honor library staff on Tuesday April 9-National Library Workers Day by providing lunch. As the Board has no budget, members agreed to contribute accordingly once the total is known (Nikki will send total via email before April meeting).

LIBRARY QUARTERLY REPORT: Natalie Wright

Review of the report:

- See attached Report
- Discussion during review of report
 - Staff turnovers due to current salaries, not competitive with other area libraries. The Board offers full support to Natalie in advocating for more competitive salaries.
 - NEA Grant -Board encourages this endeavor. Members suggested area businesses to pursue regarding matching funds. These businesses included but not limited to Walmart, Publix, The Chamber of Commerce, Life Care, etc.
 - Fines Amnesty Day?
 - Complaint regarding Food for Fines/Samaritan Center-the Board would like to continue this program. Check w City attorney & Ted Rogers to clarify whether this violates Establishment Clause of the First Amendment. (Post answer in subsequent Board minutes).

FRIENDS OF THE LIBRARY REPORT: Kelly Hicks (Liaison)

- Signed 5 new members
- Sold 1 brick
- Announced minutes, etc.
- October 26-28, Book Sale
- Brick sales \$650.40

- Meet 6:30 3rd Tuesday of the month
- No longer sponsoring Rosetta Stone
- Added membership of secretary
- 5 officers

COMMISSION NEWS

- Debbie Baker was unable to attend due to illness.

LS&S NEWS LS&S Library Systems and Services

- Mickey Coalwell has found other employment.
- More information to come

SET MEETING DATES FOR 2019

- April 9
- July 9
- October 8
- Place of the meeting may be changed from the library, to room across the street located in government building.

Adjourned at 8: 30 p.m.

The next Board meeting is scheduled for Tuesday, April 9, 2019

Library Report – 1-8-19

New Hires:

Leah Hatch

Leah came onboard in our newly created 20 hour position in May. She was a student at the time but graduated with her Masters in Library and Information Science at the end of the summer. She has moved into Brooke's 35 hour position as of December and will be focusing on teen and adult programming plus some collection management. In her off time, Leah is a fan of teen literature, podcasts, and baking delicious desserts. She is also quite an accomplished artist and will be using those skills in our new adult crafting series.

Morag Greaney

Morag, who goes by Mo, started January 2nd to fill Ginger's vacant position. Her focus will be baby and toddler storytime, and any other programming we can think of. Her background is in theater, dance, and English literature. You'll recognize Mo by her fabulous Scottish accent and bubbly personality. She's also the one who will offer you traditional English tea if you visit the back office of the library; she was quite happy that we had a real kettle in the breakroom when she started here.

Cassidy Lathim

Cassidy started in Leah's vacant 20 hour position on January 2nd. She is currently pursuing a Bachelors in Business Administration, but her end goal is a Masters in Library and Information Science. She has an infectious enthusiasm for all things library-related, and is already a star shelper. She is determined to learn all the ins and outs of working in a library before she finishes her degree. In her spare time she is learning to play the violin, and she has a book blog: ceklreads.blogspot.com.

Current and Future Projects:

Re-cataloging Juvenile Fiction Series

One current project which is almost finished is re-cataloging the Juvenile Fiction Series collection. The call numbers assigned to the books were the traditional author's last name, but to make it easier for patrons to find a whole series, they were arranged in order of the series. This was confusing for new patrons (not to

mention new staff), so we have changed the call numbers to reflect the arrangement on the shelf. So books of a juvenile series now have the first three letters of the series title on the label, plus the number of that volume in the series.

Inventory

We are planning a full collection inventory in the beginning of the year (tentatively scheduled for February). The last inventory was 3 years ago, and we could use a reordering to find misplaced items and streamline any collection issues in the catalog. This will not interfere with regular library operations.

Boosting Teen Participation

Our teen programming attendance has experienced a drop. I suggested to Leah that we recruit a teen council to keep us up to date on teen trends and to suggest programming ideas which their peers would like. This is a community service opportunity for teens.

Outreach

We are looking to step up our community visibility. After a very successful table at the Harrison Bay Learning Community Open House, we are actively seeking community events at which to have a table and get the word out about our services. We are registered to have a table at the Greenbriar Cove Lifestyle Fair on February 20th. I have purchased a banner so we can have more brand visibility at events such as these. The Friends of the Library hosted a table for us at the Halloween Market in the Commons where they handed out candy and bookmarks about library services.

Note: The Ooltewah/Collegedale Christmas Parade was an opportunity I pursued but ultimately had to let go. Our volunteer base tends to be a bit older, and the 2+ mile walk at a rapid pace was daunting. We simply didn't have enough people to do it. I intend to start earlier next year and try to partner with a young group (perhaps a girl scout troop?) in order to have some volunteers who want to sprint along with the parade.

Online Resources

The Friends have been having decreasing revenues, so were not able to pay for Rosetta Stone last year. Joanne managed to get a grant, but usage numbers are low enough that it's difficult to justify the cost. I've spoken to the staff about what sort of resources patrons request, and I'm going to replace Rosetta Stone with Ancestry Library Edition. There have been numerous requests for genealogy materials (and genealogy classes/clubs), and while T.E.L. offers access to a language learning program (Transparent Language) similar to Rosetta Stone, Heritage Quest is not the most user-friendly database for the beginner. Ancestry is well known and optimized for the casual researcher. I plan to offer a beginning genealogy class when we get access.

Library of Things

You may have heard the phrase "library of things" going around, and it's essentially the idea of offering for checkout items which are not traditional library media, but which benefit the community. Other libraries have circulated musical instruments, STEM learning kits, tools, park passes, cake pans, and seeds. Collegedale Public Library has already dipped into this area with the Chattanooga Zoo pass which is extremely popular. We have just purchased some STEM kits that we are in the process of cataloging to expand these offerings. I had great success with a program at my previous library loaning out ukuleles, and I would like to try it in Collegedale in the future.

NEA Grant

We are going to apply for a National Endowment for the Arts grant called the **Big Read**. The goal of the grant is to get an entire community reading the same book to foster discussion and build a bridge between different groups. There is a great deal of competition for these grants which cover \$5000-\$15,000 to buy the books to hand out in the community, host programming/special events, and facilitate discussions. The grant expects matching funds, but those funds can be in the form of in-kind donations (for example, if we use the Commons for the kick-off event, we could count the amount which the Commons usually rents for as an in-kind donation). These grants are typically awarded to those who demonstrate that they have a large number of community partnerships. I have already received confirmation of partnerships with SAU and Collegedale's Parks and Rec department. I am waiting to hear from the Collegedale Foundation, and if anyone has a contact at McKee, I would love to have it. I have also reached out to the publisher of the

book we want to use and am waiting on a quote for the cost of the books. The book must be from an approved list from the NEA, and we are looking at a memoir titled *Lab Girl*, by Hope Jahren. It is the story of a woman's rise in a male-dominated field of biology, her long-lasting friendship with her lab manager, and her struggle with bipolar disorder. The book is filled with little tidbits and fun facts about the natural world. Staff think it has a great deal of potential to bring people together over a mutual love of the natural world and to start discussions about women in STEM fields, environmental awareness, and mental health awareness. The deadline for the grant is January 24th, and they announce the winners in April. Even if we don't get the grant, it's a good experience to try for a big grant, and the contacts I make can only help get the library involved in other community events.

Fines Amnesty Day?

Many libraries have had great success getting patrons active in the library again by hosting a Fines Amnesty Day. These take many forms. Some waive all late fees as long as you bring the items back. Some waive all fees period as long as you come back to renew your card. It's particularly effective at reaching those who are in tight financial circumstances. How does the board feel about this sort of program?

Strategic Plan Goals met this year:

1. Maximize current space to provide a welcoming and comfortable place for patrons.

- The change to the DVD section has been met with almost unanimous approval by patrons. Putting them on the walls instead of the bins has increased the amount of browsing space, and putting them in cases has reduced the amount of wait time at checkout. After quite a bit of patron feedback, we created a spot for new DVDs on the freestanding shelves at the front of the building.
- All of the furniture has finished being recovered this year. I personally don't know what it looked like before, but the new fabric is colorful and comfortable.
- Purchased new computer tables and chairs for greater comfort.

2. Pursue more outreach activities in the community that will foster relationships and build social capital.

- Parks and Rec did a special Kid's Club session each month focused on the natural world; these are very well attended.
- Judy added second daycare storytime each month at Best Beginnings.
- We had a table at the Harrison Bay Learning Community Open House.

3. Expand programs and services, especially in the areas of children's literacy, family activities, lifelong learning and the enhancement of leisure time.

- Added an extra hour on Tuesdays to extend our hours to 8:00 on at least one weeknight.
 - Throughout the year we had regular storytimes for preschoolers, toddlers, and babies; Kid's Club, Lego Club, Chess Club, and Sewing Club for elementary age children; Young Writer's Club, Teen Tech, and Book Club for teens; and 3 bookclubs, String Theory (needlework and yarn club), Technology Drop-in, Local Author talks, and craft programs for adults.
 - We had a barrel for Samaritan Center collections for notebook paper for their Back to School supply drive and a barrel for their Food Drive before Thanksgiving.
 - A new 20 hour position was added in May to help free staff from the desk for program planning and outreach.
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Issues:

Complaint about partnership with the Samaritan Center

I received a complaint from a patron after the story about the Food Drive ran in Tuesday's paper:

"I saw in the Chattanooga Times Free Press's East Hamilton Community News that your Food for Fines event benefited the Samaritan Center, but did not understand from the blurb how Samaritan Center benefited. Please explain. If the event did in fact benefit Samaritan Center, I have a problem with a City-funded organization contributing to an entity funded by and/or operated for the benefit of a religious organization, as I believe that that would violate the Establishment Clause of the First Amendment to the Constitution of the United States."

I explained that the Samaritan Center may be founded by religious people but they help anyone who is in need in the area regardless of religion. I also explained that this is beneficial to us as well as it gets people back into the library who might not otherwise pay off their fines to use their card. His reply:

"Please consider partnering with a non-religious organization, such as Goodwill or the Chattanooga Food Bank. The City of Collegedale should not be promoting religious organizations. BTW, I am a Collegedale citizen and taxpayer."

I invited the patron to the board meeting to state his complaint but he will not be able to make it. I would like the board's input on this situation.

Annual Report – By the numbers

YEAR	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Door Count	52587	54853	71372	78516	75379	75696	82186
Borrowers	1797	2811	3682	4455	5264	5826	6672
Circulation	76816	117052	129592	144712	186525	188344	206180
Programs	256	337	347	453	464	491	496
Program Attendance	6047	9420	9753	10335	11078	10954	10708
Summer Reading Completers	408	604	825	880	896	1037	1153
Computer Sessions	7633	9468	9929	10921	10171	9105	8328
Interlibrary Loans Loaned	0	0	0	83	578	529	245
Interlibrary Loans Borrowed	0	10	442	697	854	959	995
Revenue from Fines, Fees, Cards		31,311.61	39,399.68	42,824.45	45,609.00	45,645.00	50,457.30