

**LIBRARY BOARD MEETING  
COLLEGEDALE PUBLIC LIBRARY  
TUESDAY, JANUARY 8, 2013, 7:00 P.M.**

The January 8, 2013, meeting of the Collegedale Public Library (CPL) Board was called to order by chairperson, Paulette Goodman. Members present: Debbie Baker; Paulette Goodman; Merritt McClafferty; Marcella Morales; Cortney Pope; Mitchell Thiel; Mary Wagoner-Angelin. Also present: Emily McDonald, Friends of CPL representative; Kelly Martin, Collegedale Strategic Planner; Susan Hauer, LSSI (Library Systems and Services); and Joanne Stanfield, Library Director.

Kelly Martin answered questions about changes coming to Collegedale and told about his work as the City's Strategic Planner. The City has been through a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and a PEST analysis (measuring external factors - Political, Economic, Societal, Technological). He talked about Collegedale's identity, zoning and urban growth boundaries, and the strategic planning process, which is about to begin. He hopes it will wrap up in late summer or early Fall, coinciding with the 45<sup>th</sup> anniversary of Collegedale's incorporation. The planning process will look at future land use, infrastructure, residential and commercial development, and amenities. He and his staff are currently building a stakeholder list, hoping to include representatives from TDOT, Greenbriar Cove, McKee, SAU, the Library, etc. to provide input. Kelly would like to have a representative from the Library Board and Library staff involved with strategic planning.

Susan Hauer suggested that the Board form its own strategic planning committee to coordinate with the City's planning process and provided several examples of other libraries' strategic plans. She advised that the Board should vote to get involved in strategic planning and determine who would be on the committee.

Mary Wagoner-Angelin made a motion that the Board take part in the City's strategic planning process. The motion was seconded by Marcella Morales and passed by unanimous vote. Mary Wagoner-Angelin volunteered to chair a strategic planning committee and a motion was made by Paulette Goodman, seconded by Cortney Pope and passed by unanimous vote to accept Mary as chairperson. Emily McDonald volunteered to help and the Board agreed that the Library Director should also serve. Susan discussed the handout, "Primary Goals of Service Planning Process."

Paulette Goodman thanked Cortney Pope for designing the Library Survey and Marcella Morales for compiling the results in a Survey Report, which Marcella presented (attached), noting that most of the 84 participants were highly satisfied and that the comments were especially interesting. Susan congratulated the Library on the positive report and suggested making it available to staff and patrons and contacting the newspaper, which Emily volunteered to do. It was suggested that a more in-depth survey be part of the planning process and perhaps a non-user survey as well.

The minutes of the previous Board meeting were accepted, following the motion to accept by Mitchell Thiel and second by Marcella Morales.

Emily McDonald reported for the Friends and presented a Memorandum of Understanding (between Friends and the Board), which was approved by Board members and signed by the Board chairperson. There are approximately 30 Friends memberships - individual, family and one corporate. The Friends have received tax exempt status. Their expenditures so far have been for a new book processing cart for the foyer Book Sale and cookies for their Open House. They are hosting a local author visit and book signing on Sunday, January 27, at 3:00 featuring Gay Moore, author of books about St. Elmo and Forrest Hills Cemetery in the Arcadia Images of America series. Their first Annual Meeting will be held on Thursday, January 31, 4:00 P.M. to elect officers and present new Board members. Friends Executive Committee meetings will be held quarterly, the next scheduled for January 15. Marcella Morales volunteered to serve as the Library Board representative to the Friends meetings. A motion was made, seconded and passed to accept Marcella as the Board representative to Friends. A donation has been given by McKee Foods Corporation to Friends in the amount of \$5,000.

Library Director, Joanne Stanfield, presented the 2012 statistics and a report of programs held since the last Board meeting and programs coming up. A link for downloadable audiobooks from Recorded Books will soon be on the Library web site. The cost is \$3,100 and gives access to a very extensive collection of titles for children, youth and adults. Titles may be accessed by multiple users at the same time. One option for the McKee donation might be to subscribe (or provide part of the subscription cost) through TennShare READS program to OverDrive for access to ebooks and audiobooks (\$5,000).

Unfinished Business:

Mitchell Thiel reported on a recent visit (Mitchell, Paulette Goodman, Emily McDonald, Joanne Stanfield) to the Chattanooga Public Library downtown to meet their new Director, Corinne Hill.

Joanne Stanfield will attend the Commission Workshop, January 24, to present the draft of an Internet Safety Policy. New software and filters have been installed on the public computers, except for the four "Gates" computers, which

will be replaced with new computers. There has been no word yet about the Technology Grant application, except that it was received.

Paulette Goodman noted possibilities for history programs, including Gay Moore, already scheduled by Friends and John Green, retired SAU professor, with whom she has spoken about a program in the Spring on the history of local street names. Debbie Baker suggested contacting David Copeland about local history. It was suggested that a whole week of special programming could be planned during National Library Week, April 14-20. A motion made by Marcella Morales in favor of the idea to form a standing committee to plan programs and activities, which would include Friends members, was seconded by Merritt McClafferty and passed by unanimous vote. Susan Hauer suggested we might want to apply for The Big Read, which provides grant money for books to be used in a community-wide reading program.

Paulette invited interested Board members and Emily McDonald to accompany her on future visits to Signal Mountain and East Ridge Libraries.

With no further business the meeting was adjourned at 8:35 P.M. The next regularly scheduled meeting of the Library Board is on Tuesday, April 9, 2013, 7:00 P.M. Board meetings are open to the public.