

**LIBRARY BOARD MEETING
COLLEGEDALE PUBLIC LIBRARY
TUESDAY, JULY 8, 2014**

CALL TO ORDER, ROLL CALL & INTRODUCTION OF GUESTS: The July 8, 2014, meeting of the Collegedale Public Library (CPL) Board was called to order by chairperson, Paulette Goodman.

Members present: Debbie Baker; Ben Earnest; Paulette Goodman; Mitchell Thiel; Mary Wagoner-Angelin; Marcella Morales. Also present: Malissa Koenig and Paul Wilson, CPL staff members; Melody Pittman, LSSI (Library Systems and Services); Joanne Stanfield, CPL Director. Not present: Merritt McClafferty.

Guests were introduced: new staff member, Paul Wilson, Adult Services Librarian; Malissa Koenig, Youth Services Librarian; and Melody Pittman, Children's and Teen Director on the LSSI Management Team from Germantown, Tennessee. Melody came for Susan Hauer, who was unable to attend.

Paul Wilson talked about projects he is working on. He is now responsible for Interlibrary Loans, testing an email service for sending out a library newsletter, and examining Tennessee's "2014 Standards for Non-Metropolitan Libraries" to use as a guide for an assessment of the Library. He is also working on a Collection Development Policy and will be developing programs for technology instruction for adults.

Melody Pittman shared photos from our Summer Reading Program on the LSSI's training website before the meeting. She commended the Collegedale children's and youth staff for their planning and programming and said she likes to come here to get ideas to share.

Malissa Koenig reported on the ongoing "Geek the Library" campaign and the posters and displays that can be seen throughout the Library. Staff members have taken the "Geek" campaign outside the Library as a community awareness outreach, which fits in with the strategic plan. They have manned booths at the Spring Carnival at Wolftever Creek Elementary, the Farmer's Market at Ooltewah Nursery and the July 3rd Fireworks in the Park, where they let people make their own ice cream in a baggie as a science experiment. They hope to take part in the Christmas Parade, Easter Egg Hunt and the re-opening of the Imagination Station and they welcome other suggestions of community events. The program potential of a digital polaroid camera was discussed and Debbie Baker asked for a purchase estimate.

Debbie Baker told about the new Imagination Station Playground that will cost \$500,000 and has been covered by generous donations. The grand opening will be in the Fall. There was discussion about placing a Little Free Library at the Playground. Debbie suggested talking to Rodney Keaton at the City and also looking into any grants that might be available for reading programs at the playground.

APPROVAL OF MINUTES: The minutes of the previous Board meeting on April 8, 2014 were approved, following a motion to accept by Mary Wagoner-Angelin and a second by Ben Earnest.

STRATEGIC PLAN REPORT: Mary Wagoner-Angelin thanked all who have been involved in the process, including Susan Hauer who provided information and guidance. She noted that a number of objectives are already in progress. Marcella Morales presented draft copies of the Collegedale Public Library Strategic Plan. She would like to create a one-page version of the plan and/or a poster, very graphic, to display in the library, present to focus group participants and the public and to put on the website. The Times Free Press reporter who wrote the initial article about the strategic plan will be invited to follow-up. Paulette thanked Mary for chairing the committee and Marcella for her work on the document. City Planner, Kelly Martin is taking the City's strategic plan to the Planning Commission for a vote and will then present it to the Commission at their August Workshop, at which time the Library's Plan will also be presented.

Paulette brought up the need to create a **Mission Statement** (and perhaps a tagline) for the Library and provided examples of statements from other libraries, as well as quotes from the book, *Libraries, Mission and Marketing* by Linda Wallace. She led a brainstorming process, focusing on Qualities, Population Served, Primary Focus, and Unique Characteristics. A four person committee was formed to help create a Mission Statement: Marcella, Paulette, Mitchell, Joanne. Staff input will be invited.

FRIENDS REPORT: Joanne reported for Emily McDonald. In the last quarter, Friends held a booksale that raised over \$810, thanks to help from Friends, Board members and teens from Teen Circle. They hosted two local author visits: Bill Hullander (*Apison: Our Community Past & Present, 1956-2013*) in May and Delores Beery & L. W. Nichols (*Gluten Conspiracy*) in June. Village Market donated gluten free products for refreshments. Friends funded the "Geek the Library" campaign with a \$500 donation and have created an account with Amazon Smiles (smile.amazon.com). Plans are in progress to furnish an adult reading space, hopefully by the end of the year.

LIBRARY REPORT: The Library Director reported on the Summer Reading Program (SRP) and other special programs hosted by the Library. As of July 8, 1,343 children, teens and adults have signed up for SRP. Nice articles in the Community News and special Parents insert highlighted the SRP and congratulated CPL for the state award received in 2013 for highest community participation in summer reading among Level II Tennessee libraries.

Malissa Koenig is preparing a grant request for an LSTA (Library Services and Technology Act) grant. We will ask the City Commission to approve this matching grant to buy four laptop computers for individual and class computer instruction and an Early Learning Station for school-aged children.

At the July Workshop, Commissioners will be asked to approve a Strategic Plan project, Paper for Fines, whereby patrons can bring a pack of notebook paper for Samaritan Center's "Stock Their Lockers" drive in exchange for \$1.00 to be taken off their overdue fines. Mary Wagoner-Angelin invited donations of magazines and books for the psychiatric hospital where she works.

Six staff members attended the Tennessee Library Association Conference in Murfreesboro; two attended a Tennessee Electronic Library workshop in Cleveland and two attended a Geek the Library workshop in Athens. In June, Joanne traveled to Las Vegas for LSSI meetings and manager training in conjunction with the American Library Association Conference.

Board Field Trips: Paulette will schedule visits to the East Ridge Public Library and the Samaritan Center.

New Business: Paulette will get information about a workshop for Trustees that may be held in the Fall. Debbie Baker suggested that the City might fund this for Board participants.

ADJOURNMENT: With no further business, the meeting adjourned at 8:30 P.M. The next regularly scheduled quarterly meeting of the CPL Board is on Tuesday, October 14, 2014, 7:00 P.M.