

**MINUTES OF THE REGULAR MEETING OF
COLLIERVILLE PUBLIC LIBRARY BOARD**

Tuesday, June 23, 2015

The Collierville Public Library Board held a regular public meeting at 6:00pm on Tuesday, June 23, 2015, in the Board Chambers at Collierville Town Hall, located at 500 Poplar View Parkway.

1. **CALL TO ORDER**: Chairman Liz Rozanski called the meeting to order.
2. **ROLL CALL**: The following members of the Library- Board were present: Kathleen Bradley, Andre Crafford, Jeff Martindale, and Liz Rozanski.

Mr. Suddath explained that Mr. Harlow and Mr. Patton contacted him to say they had a schedule conflict and apologized for not being present. Eddie Maier was also not in attendance.

Staff present were Assistant Town Administrator Josh Suddath and Library Director Deanna Britton.

3. **APPROVAL OF MINUTES FOR NOVEMBER 18, 2014**

Ms. Crawford made motion, seconded by Ms. Bradley, to approve the minutes of the November 18, 2014 Library Board meeting as written.

ROLL CALL: Bradley – yes, Crafford – yes, Martindale – yes, Rozanski – yes. Motion approved.

4. **APPOINTMENT OF OFFICERS**

Mr. Suddath explained that the Library Board by-laws state that officers are to be appointed at the July meeting. As no July meeting is planned, he recommended appointing officers at this meeting, with them to take office at the next meeting.

Mr. Martindale asked if the Board was precluded from keeping the same officers and Mr. Suddath stated they were not.

Mr. Martindale made a motion to continue with the current three officers for another term: Ms. Rozanski as Chair, Mr. Maier as Vice Chair, and Ms. Crafford as Secretary. Ms. Bradley seconded the motion.

Mr. Suddath took the roll. All were in favor; none were opposed. Motion is approved.

5. **CONSIDERATION OF A CONTRACT WITH THE STATE OF TENNESSEE TO PARTICIPATE IN THE R.E.A.D.S. PROGRAM**

Mr. Suddath stated that this one-year contract with the State of Tennessee would increase the Library's eBook offerings for patrons by providing access to this State database. He noted that

R.E.A.D.S currently has approximately 66,244 titles available, which when added would result in a 2,000% increase to our library's current titles.

Mr. Suddath explained the cost this year was \$48,385.67, but noted that \$39,578 of that amount was a one-time "buy-in" fee for the program.

Ms. Britton told the Board about the program and informed them that the OverDrive Bus would be at the Library for its Grand Re-Opening on July 21st, which would be a great opportunity to inform more patrons about the eBook program.

Ms. Crafford made a motion to approve the one year contract between the Town and the State of Tennessee for the R.E.A.D.S. program. Mr. Martindale seconded the motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

6. CONSIDERATION OF AN INTERLOCAL AGREEMENT WITH THE GERMANTOWN COMMUNITY LIBRARY

Mr. Suddath explained that this Interlocal Agreement with Germantown Community Library is meant to replace some of the benefits of the interlibrary system that was previously in place with LSSI and the Wolf River Consortium (including Germantown, Arlington, and Millington).

Staff has worked with Germantown to ensure this service remained available in some capacity to residents of both Collierville and Germantown. The resulting agreement is what is before the Board tonight. There are limitations to the privileges, which will be programmed into a special card allowing patrons to utilize their non-home library.

If there is any reason to end this option, the agreement can be terminated by the Chair of either Library Board at any time for any reason.

Ms. Rozanski asked if there was a method in place to track what is being sent versus what is being received.

Ms. Britton said yes and then explained how the system would operate, highlighting how Germantown residents who borrow from Collierville will be told to return to Collierville.

Ms. Rozanski asked if the cost was being split evenly between the two and if the Board could revisit this in a year.

Mr. Suddath responded that we were splitting the cost and it could be revisited.

Mr. Martindale made a motion to approve and interlocal agreement with the Germantown community library. Ms. Bradley seconded the motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

7. AWARD OF CONTRACTS FOR PURCHASE OF LIBRARY MATERIALS PURSUANT TO TOWN RFP 2015-002

Mr. Suddath explained that as a result of the transition away from LSSI, the Library needed a new process to purchase books. As a result, the Town RFP process was used to elicit proposals for the purchase of materials for the Library. Five vendors responded, of which four were deemed responsive to the requirements, including Baker and Taylor, Ingram, Midwest Tape LLC, and Recorded Books.

Mr. Suddath noted that Baker and Taylor and Ingram are both nationally recognized firms, and each offered the Town discounts of approximately 40% for books. He clarified that no specific contract amount is set, but rather a contract that allows the Library to make purchases within the budget established by the Board of Mayor and Alderman.

Ms. Britton noted that the costs appear to be similar or only slightly different from the purchase prices the library was looking at under LSSI.

Ms. Crafford made a motion to approve a one- year contract for the purchase of Library materials with Baker and Taylor, Ingram, Midwest Tape, LLC, and Recorded Books. Mr. Martindale seconded the motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

8. ESTABLISHMENT OF A NOT-TO-EXCEED PURCHASE AMOUNT OF \$75,000 FOR BOOKS AND MATERIALS FORM AMAZON

Mr. Suddath explained that this item is related to the previous item. Due to the size of Amazon, they do not typically respond to requests for bids or proposals from municipalities. However, the Town has used them for years to purchase hard to find items or to get a better price on certain items. This item would allow for a continuation of services with Amazon, so that the Library can continue to use them in the future.

Mr. Suddath said that in the past, the Library has traditionally spent between \$40,000 and \$50,000 annually with Amazon. As this will be the first year the Library will be operated by the Town, staff requested a not to exceed amount be set at \$75,000 for Amazon purchases. It should be noted that funds for these purchases will come from the funding set by the BMA in the FY2016 Budget, which was set at \$231,000 for materials.

Ms. Bradley moved to approve the establishment of an annual not to exceed expenditure of up to \$75,000 with Amazon. Ms. Crafford seconded the motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

9. ESTABLISHMENT OF A NOT-TO-EXCEED PURCHASE AMOUNT OF \$9,999 FOR E-BOOKS FROM OVERDRIVE

Mr. Suddath stated that this is the same as the Amazon item, but with OverDrive, who is a giant in the e-book world. He stated that even though they did not respond to the Town's RFP, that it is in the Town's interest to be able to utilize their services through the proposed not to exceed contract for \$9,999.

Mr. Suddath stated that it was his understanding that all of their e-books in the Library were purchased through OverDrive. In addition, the State of Tennessee R.E.A.D.S. program uses OverDrive for their e-books.

Ms. Rozanski asked about how R.E.A.D.S. and OverDrive will work together.

Ms. Britton stated that they will watch trends and try to make sure they are providing books that people are looking to borrow. She stated that when popular titles become hard to get through R.E.A.D.S., then having another option to access books with the OverDrive program will be helpful.

Mr. Martindale asked how the two programs would integrate.

Ms. Britton stated that you would go in through READS and would see other OverDrive titles that had been purchased as only available to Collierville card holders. She said to the resident, it should be a seamless interaction.

Ms. Bradley moved to approve the establishment of an annual not to exceed expenditure of up to \$9,999 with OverDrive for the purchase of e-books. Mr. Martindale seconded that motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

10. ACCEPTANCE OF \$16,062.79 IN DONATIONS TO THE COLLIERVILLE BURCH LIBRARY

Mr. Suddath reported that the Library had received donations totaling \$16,062.79, of which \$13,130 came from the Friends of the Library. He noted that over \$10,000 of that would be added to the materials budget, over \$5,000 would go to the programming budget, and \$320 would go into the PR budget for the Library.

Ms. Crafford moved to accept donations to the Library for a total of \$16,062.79. Ms. Bradley seconded that motion.

Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

11. REVIEW OF THE COLLIERVILLE BURCH LIBRARY'S PROPOSED FY16 BUDGET

Mr. Suddath gave an overview of the Library's FY16 Budget. He described how it has been operated through the Library Fund in the past, but that it is now included in the General Fund. He noted that all library employees were able to be retained and hired as Town employees, providing them with the benefits and minimum wage of \$11.50/hr that is enjoyed by Town employees currently. He noted that the minimum pay resulted in a fairly large increase for a few of the library employees.

He noted that the costs for personnel with LSSI would have been \$729,729, and by bringing employees in house and providing more benefits and pay, our personnel costs are budgeted as \$683,116, which is a conservative number that may be too high or result in additional savings.

Mr. Suddath then discussed the Operating Budget, noting it was somewhat higher as a result of some buy-in costs for programs like READS. He noted Programming was up \$5,000, as was contractual services due to a one-time \$38,000 expense with Polaris.

He told the Board the item was informational and there was no vote required by them, and he also noted that the BMA approved the budget the night before at their meeting.

12. FORMAL REAPPOINTMENT OF DEANNA BRITTON AS THE DIRECTOR OF THE COLLIERVILLE BURCH LIBRARY

Mr. Suddath explained that while Deanna Britton is the current Library Director, her employment status will be modified as she becomes a Town employee on July 1, 2015. As such, the Human Resources Department felt that it would be appropriate for the Board to reappoint her in the Director position as a Town employee. He then went on to express Administration's confidence in her competency as a manager and their strong recommendation that Deanna be formally reappointed to the Director of the Library position.

Ms. Crafford moved to formally reappoint Town Employee Deanna Britton as Director of the Lucius E. and Elsie C. Burch, Jr. Library effective July 1, 2015. Ms. Bradley seconded that motion.

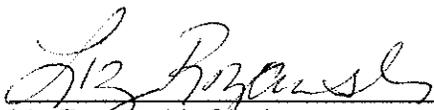
Mr. Suddath took the roll. All were in favor; none were opposed. The motion is approved.

13. OTHER BUSINESS/DISCUSSION

Ms. Crafford informed the Board that she travelled with Ms. Britton to the Tennessee Library Association conference and that they gave a co-presentation that bragged on the Town and their partnership with the new Collierville Schools. She said it was well attended and received, and that they have been receiving questions on our progress since then.

14. ADJOURNMENT

There being no further business, the meeting was declared adjourned at 6:48pm.


Liz Rozanski, Chairman


Josh Suddath, Assistant Town Administrator
DEANNA BRITTON, DIRECTOR