

Stan Joyner
Mayor

Maureen Fraser, *Alderman*
Jimmy Lott, *Alderman*
Tom Allen, *Alderman*
Billy Patton, *Alderman*
John Worley, *Alderman*



James H. Lewellen
Town Administrator

Lynn Carmack
Town Clerk

Town of Collierville

COLLIERVILLE PUBLIC LIBRARY BOARD MEETING—October 29th, 2013

Notice is hereby given that the Collierville Public Library Board will meet Tuesday, October 29th at 6:00 p.m. in the Board Chambers at Collierville Town Hall, located at 500 Poplar View Parkway. At that time, consideration will be given to the following:

1. Call to order
2. Roll Call
3. Approval of Minutes from June 25th, 2013
4. Acceptance of Donations
5. Library Director Presentation
6. Other Business/ Discussion
7. Adjournment

A regular meeting of the Collierville Public Library Board was held on June 25th, 2013 at 6:00p.m. in the Board Chambers at Collierville Town Hall, at 500 Poplar View Parkway.

Mr. Martindale called the meeting to order.

ROLL CALL

ROLL CALL: Pamela Hathaway - yes, Linda Mayfield - yes, Jeff Martindale - yes, Richard Harlow - yes, Liz Rozanski – yes, Eddie Maier - yes. Absent was Alderman Billy Patton.

Staff members present were Josh Suddath, Assistant to the Town Administrator, and Deanna Britton, Library Director. Also present was Dana Braccia, Central Regional Manager from LSSI.

APPROVAL OF MINUTES FOR MARCH 26TH 2013

Mr. Martindale asked if there were any changes, corrections or comments to the minutes for November 13, 2012. None were recommended.

Mr. Harlow called for a motion.

Mr. Harlow made a motion, seconded by Mrs. Rozanski, to approve the minutes from the March 26, 2013, Library Board meeting. All were in favor, none were opposed. Motion is approved.

ACCEPTANCE OF DONATIONS

Mr. Suddath stated that the library received donations totaling \$12,431.90 for the period from February 23, 2013 through June 18, 2013. \$600.00 was donated by the Collierville Contemporary Club, \$391.90 was a donated by Collierville Elementary School, and \$11,440 was a donation from the Friends of the Library. Mr Suddath stated that the Contemporary Club donation will be used to purchase equipment, the Collierville Elementary Club donation will be used to purchase children's materials, and the Friends donation will be used for collection purchases, programming, museum passes, Christmas flowers, staff appreciation, and equipment for Youth Services.

Mr. Martindale called for a motion to accept the donations.

Mrs. Mayfield made motion, seconded by Mrs. Rozanski, to accept donations to the Lucius E. and Elsie C. Burch, Jr. Library in the amount of \$\$12,431.90. All were in favor, none were opposed. Motion is approved.

RENEWAL OF CONTRACT FOR LIBRARY MANAGEMENT SERVICES WITH LSSI

Mr. Suddath stated The Town of Collierville took over management of the operations of the Lucius E. and Elsie C. Burch Library in October 2004 from the Memphis and Shelby County Public Library System. The Board of Mayor and Aldermen and the Collierville Public Library Board first entered into a contract for library management services with LSSI on October 12, 2004. Over the years LSSI has done an excellent job providing cost effective and innovative library services to the citizens of Collierville.

The Town's contract with LSSI was for an original term of three years with the option for two 12 month renewal terms. This would be the second and final renewal term to the contract for a 12 month period beginning July 1, 2013 and ending June 30, 2014. The attached proposal from LSSI calls for

their contract to be renewed under the same terms and conditions as previously, providing 14.67 FTE and a total personnel cost of \$621,675.00. This figure is a 3% increase over FY13, which is allowable under the current contract. Historically, LSSI has opted to request a 3% personnel cost increase each year.

The other items in the contract are subject to funding each year by the BMA and include materials (\$200,000), database subscriptions (\$16,000), automation/supplies (\$16,000), and courier services (not to exceed \$5,880) for a total contract amount of \$859,555.00. These figures are typically only exceeded if donations are received to supplement them.

Mr. Suddath stated that this item was approved by the Board of Mayor and Aldermen at their May 28th, 2013 meeting. It must also be approved by the Collierville Public Library Board.

Mr. Suddath stated that since taking over the Library in 2004, LSSI has done a wonderful job. He stated that in the three years he has been with the Town, he has never heard a complaint from the BMA or a resident about the services provided by the company.

Mr. Suddath stated that Staff recommended approval of this item.

Mrs. Mayfield asked how many total employees are included in this contract. Mr. Suddath stated that the contract calls for 14.67 full time equivalents. Mrs. Britton stated that this included 7 full time employees and 14 part time employees.

Mrs. Rozanski asked whether the Town has taken into account the creation of municipal schools as it considers how it will structure the next RFP for Library Services.

Mr. Suddath stated that he has had discussions with the Town Administrator about this subject, and that Municipal Schools, as well as the University of Memphis' satellite campus off the Town Square will have a significant impact on the Library's operations in the coming years. In addition, Mr. Suddath stated that the BMA had just approved the FY2014 budget. In this year's budget, Mr. Suddath stated that there is \$50,000 for a feasibility study and concept design for a future library expansion. In addition, the Friends of the Library have pledged \$25,000 toward this project. Mr. Suddath stated that there will be a significant public outreach effort in order to gain the input of a wide swath of the community, but particularly the Library's most committed users.

Mr. Suddath stated that the coming RFP will also provide an opportunity for staff to evaluate whether current staffing levels are sufficient to meet future library needs, and whether current compensation levels are sufficient to attract quality talent to the Library.

Mr. Martindale called for a motion.

Mrs. Hathaway made a motion, seconded by Mr. Maier to approve a one year renewal of the Town's contract for Library Management Services with Library Systems and Services Inc. (LSSI) All were in favor, none were opposed. Motion is approved.

LIBRARY DIRECTOR PRESENTATION

Mrs. Britton briefly gave an overview of the Library's Summer Reading program, stating that it was an extremely successful event. In fact, she stated that they had to turn away a number of people from events held in the story time room due to it being filled to capacity.

Mrs. Britton then distributed a handout showing the growth in popularity of the Library's computer classes.

OTHER BUSINESS / DISCUSSION

ELECTION OF OFFICERS

Mr. Martindale inquired whether, since the Library Board's bylaws state that the election of officers should occur in July, it might be possible for the Library Board to elect officers at this meeting.

The Board expressed agreement with this suggestion. Mr. Suddath stated that if it is the will of the Library Board, this could be done at this meeting.

Mr. Martindale then proceeded to open the floor for nominations for the position of Chairman.

Mr. Martindale made a motion to nominate Mr. Harlow for Chairman of the Library Board. Mrs. Rozanski seconded the nomination.

Mr. Martindale called for any other nominations for the position of Chairman.

There were none.

Mr. Martindale called for a vote to name Mr. Harlow to the position of Chairman of the Library Board. All were in favor, none were opposed, with Mr. Harlow abstaining from the vote. Mr. Harlow is nominated as the Chairman.

Mr. Martindale stated that he would like to take nominations from the Library Board for the position of Vice-Chairman at this time.

Mr. Harlow nominated Mrs. Rozanski for the position of Vice-Chairman for the Library Board. Mr. Martindale seconded the nomination.

Mr. Martindale called for any other nominations for the position of Vice-Chairman.

There were none.

Mr. Martindale called for a vote to name Mrs. Rozanski to the position of Vice-Chairman of the Library Board. All were in favor; none were opposed, with Mrs. Rozanski abstaining from the vote. Mrs. Rozanski is nominated as the Vice-Chairman.

Mr. Martindale stated that he would like to take nominations from the Library Board for the position of Secretary at this time.

Mr. Harlow nominated Mr. Maier for the position of Secretary for the Library Board. Mrs. Rozanski seconded the nomination.

Mr. Martindale called for any other nominations for the position of Secretary for the Library Board.

There were none.

Mr. Martindale called for a vote to name Mr. Maier to the position of Secretary of the Library Board. All were in favor; none were opposed, with Mr. Maier abstaining from the vote. Mr. Maier is nominated as the Secretary.

ADJOURNMENT

There being no further business, Mr. Martindale declared the meeting adjourned at approximately 6:45pm.

Mr. Jeff Martindale, Chairman

Josh Suddath, Assistant Town Administrator

