

# Library Board Meeting Minutes

April 26, 2016

## I. Call to Order – Ms. Anna Gualano - Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, April 26, 2016 at 8:30 a.m.

**Present:** Ms. Anna Gualano – Chair  
Ms. Ashley Tucker-Hicks– Vice Chair  
Dr. Jimmy Bartlett – Board Member  
Mr. Jason Gardner – Board Member  
Ms. Taneisha Tucker – Library Director  
Mr. Daniel Tackett – Deputy Director  
Ms. Mindy Bodenhamer – Foundation Chair  
Ms. Loraine Ward – Administrative Assistant

**Absent:** Mayor Zaragoza – Mayor  
Mr. Jeff Downes – City Manager  
Ms. Kym Prewitt – Board Member  
Ms. Cinnamon McCulley – Executive Director, Foundation  
Ms. Jonnie Venglik – Friends Chair  
Ms. Katherine Smith – Marketing Manager  
Mr. Clay Smith – Board Emeritus

## II. Approval of Today’s Agenda

Mr. Gardner motioned to approve the April 26<sup>th</sup> agenda. Dr. Bartlett seconded the motion. The motion was unanimously approved.

## III. Approval of Minutes from March 22, 2016

Dr. Bartlett motioned to approve the March 22<sup>nd</sup> Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the March 22<sup>nd</sup> meeting were unanimously approved with the correction made by Ms. Bodenhamer to change “Graves to Grays” Roofing.

Taneisha Tucker 6/8/2016 4:05 AM  
Comment [1]: March 22nd

## IV. News Articles and Correspondences

Ms. Tucker reported that there were two library articles in the Vestavia Voice one on Cinnamon McCulley and the other on the Makerspace. The annual report is complete and regarding the Makerspace, we want to know what the public wants and if they will financially support it. Comment cards were also included; one about the work Courtney Jeffries is doing with the computer classes and the other about lingering construction.

## V. Director's Report

Ms. Tucker reported that there are items Sprouse Construction needs to correct and complete (i.e. the rails which were not installed correctly). The pickets have not been installed, front parking lot is not complete. Dr. Bartlett suggested Ms. Tucker inquire about repainting the caution striping yellow to try to avoid future accidents with patrons falling.

Ms. Tucker informed the Board that the parking lot will be closed to the public on the upcoming Sunday (May 1<sup>st</sup>) in order to redo the crosswalk.

Ms. Tucker discussed patron, Phyllis Hill, had been trespassed indefinitely. Ms. Hill's behavior required that it be done.

Taneisha Tucker 6/8/2016 4:14 AM

Comment [2]: Hill's

## VI. Unfinished Business

a. **Parking Lot and ADA Ramp Project Update.** Listed under Director's Report.

### b. Policies – Daniel Tackett

- i. **Food and Beverage Policy** – discussion on meals being eaten throughout the library and inside rooms where catered events occur, etc.
- ii. **Laptop Lending Policy** – Dell PC laptops cannot leave the premises or departments where they were reserved. Damage cost is \$1,200. Concerns raised by Mr. Gardner of what will be left on the computers after each use and virus infections. Mr. Tackett explained that if there is an infected file on the laptop that Deepfreeze would remove it. RFIDs will be placed on laptops for security.
- iii. **Lost and Found Policy** – After four weeks, all books will be donated to the Friends Bookstore, cash will be deposited, and credit cards will be shredded.
- iv. **Mobile Hotspot Lending Agreement** – must be at least 18 years old to check out. Hotspots have been very successful. Discussion on placing costs, per item, in the policies. Dr. Bartlett mentioned that if costs are listed, the policies will need to be reviewed periodically. Hotspots are purchased and maintained through T-Mobile.
- v. **Meeting Room Policy** – additional charge of \$100 for kitchen use; Omission of Observation Deck and Rooftop Garden for social use during library business hours.

Taneisha Tucker 6/8/2016 4:16 AM

Comment [3]: Friends Book Store

Taneisha Tucker 6/8/2016 4:19 AM

Comment [4]: additional charge of \$100 for kitchen use

## VII. New Business

### a. Policy and Procedures – Meeting Room Monitors - Daniel Tackett.

Mr. Tackett explained that there were new policies and procedures in place for Meeting Room Monitors. Mainly staff needed to be more professional when renting and monitoring rooms and secondly, monitors and patrons needed to know and understand what is expected before an event takes place. Orientation will be scheduled for staff members assigned as monitors which will include an assigned Meeting Room Contract Review form.

Taneisha Tucker 6/8/2016 4:27 AM

Comment [5]: Please review and reformat this portion

Taneisha Tucker 6/8/2016 4:25 AM

Comment [6]: several

Dr. Bartlett motioned to approve the policies in items VI. b listed as follows “i. **Food and Beverage Policy**, ii. **Laptop Lending Policy**, iii. **Lost and Found Policy**, iv. **Mobile Hotspot Lending Agreement**, v. **Meeting Room Policy**” including items in VII. New Business “a. **Policy and Procedures – Meeting Room Monitors**”. Mr. Gardner seconded the motion. The motion was unanimously approved.

Taneisha Tucker 6/8/2016 9:47 AM  
**Comment [7]:** When was this done in the meeting? If all was done after section VII, place the note there. If it was partially done after VI and then after VII, please divide so that all remains in the order of the meeting.

**VIII. Committee Reports**

No report

**IX. Foundation Report – Ms. Bodenhamer**

Ms. Bodenhamer and Ms. McCulley met with the nominating committee. A new slate of officers will be presented at the next Foundation Board meeting. These officers will begin their term in August 2016. The Foundation’s fiscal year is August 1 – July 31.

Taneisha Tucker 6/8/2016 4:29 AM  
**Comment [8]:** Run on sentence. A new slate of officers will be presented at the next Foundation Board meeting. These officers will begin their term in August 2016. The Foundation’s fiscal year is August 1 - July 31.

The Foundation will also have five new board members to present for a vote. The annual report is at the printer. Mail date is unknown.

Each Foundation Board member has been tasked to submit 10 potential new donors. Ms. Bodenhamer suggested that she would also like the Library Board to contribute new donors.

Dr. Bartlett asked if someone could attend the Foundation board meeting in his absence on May 3<sup>rd</sup>.

Annual invitation for Foundation Board member applicants – deadline April 15<sup>th</sup>. Bylaws will allow the Foundation to have up to 15 members. Ms. Bodenhamer stated they currently have 12 members.

**X. PALS – Ms. Tucker.**

5<sup>th</sup> Annual Casino Night – April 16, 2016 from 7-10pm. Attendance was not as high as in previous years. Ms. Tucker met with Ms. Hornbuckle regarding upcoming changes (i.e., name, opening up membership to both men and women). PALS plans to modify the invitation process. Ms. Tucker stated she and Ms. McCulley will meet with members of PALS to discuss the direction of the organization. Ms. Bodenhamer questioned if the Children’s Dept. was prepared for the financial impact this would cause if funds were not available due to the decline of Casino Royale tickets. Ms. Tucker replied they are not prepared but that she would ask the City for additional funding.

Taneisha Tucker 6/8/2016 4:34 AM  
**Comment [9]:** Please review and reword.

Discussion on responsibilities of a Junior Board.

Dr. Bartlett suggested an invitation be extended to Virginia Hornbuckle to attend the next Board of Trustees meeting.

**FRIENDS – Ms. Tucker**

No Report.

**XII. Informational Items – Ms. Tucker**

Ms. Tucker discussed the follow-up meeting held after PLA. She stated that there were several good ideas brought back by the attendees. Ms. Tucker-Hicks mentioned outreach programs (i.e., having programs at local restaurants) – taking the library out to the community. Mr. Gardner stated that based on what was presented at PLA, our library is ahead of the curve. There was a suggestion made to April Moon regarding the Children’s Dept. to consider renaming some of the Children’s programs to make them sound more academic, such as changing the wording from “Storytime” to “Pre-K Preparation.” He also stated there were great conversations about fundraising.

Taneisha Tucker 6/8/2016 4:41 AM  
**Comment [10]:** Review and reword.

Taneisha Tucker 6/8/2016 4:42 AM  
**Comment [11]:** Check grammar and reword for clarity

Ms. Tucker stated that the library will participate in First Fridays at Rocky Ridge this summer, but noted that it is difficult to cover the departments when staff is participating in outreach opportunities.

Taneisha Tucker 6/8/2016 9:13 AM  
**Comment [12]:** Will participate

Ms. Tucker is currently working on the 2017 budgets for the library – first draft is projected to be completed by mid-May. Dr. Bartlett asked about the priorities for personnel regarding the increases requested by Ms. Tucker. Ms. Tucker stated she would like to restore the part-time Page position in the Children’s Dept. and make the Marketing Manager position full-time.

Other budget issues stated by Ms. Tucker were the mildew problems on the building’s exterior – first estimate to remove is \$221,000.00. Ms. Tucker stated there were two other companies preparing to submit estimates, but she would not include this in the 2017 budget. Ms. Tucker-Hicks questioned should the mildew be cleaned/removed, if it would return. Ms. Tucker stated that there should be some type of protectant to ensure this would not happen again.

The City is no longer under contract with Trane; the new HVAC contractor will be H&M. Ms. Tucker stated that with the City’s new HVAC contract, the library may have funds which would allow her to request additional personnel. Most of the budget is Technology, Mr. Tackett has given a proposal to contract a new janitorial service or suggestions to hire cleaning personnel.

Taneisha Tucker 6/8/2016 4:47 AM  
**Comment [13]:** reword

**XIII. Meeting Adjourned - 9:55 a.m.**

The next Board meeting is scheduled for Tuesday, June 14, 2016 at 8:30 a.m.