

Library Board Meeting Minutes

June 14, 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, June 14, 2016 at 8:30 a.m.

Present:

- Ms. Anna Gualano – Chair**
- Ms. Ashley Tucker-Hicks– Vice Chair**
- Dr. Jimmy Bartlett – Board Member**
- Ms. Kym Prewitt – Board Member**
- Ms. Taneisha Tucker – Library Director**
- Mr. Daniel Tackett – Deputy Director**
- Ms. Cinnamon McCulley – Executive Director, Foundation**
- Ms. Loraine Ward – Administrative Assistant**

Absent:

- Mayor Zaragoza – Mayor**
- Mr. Jeff Downes – City Manager**
- Mr. Jason Gardner – Board Member**
- Ms. Mindy Bodenhamer – Foundation Chair**
- Ms. Jonnie Venglik – Friends Chair**
- Mr. Clay Smith – Board Emeritus**

II. Approval of Today’s Agenda

Ms. Prewitt motioned to approve the June 14th agenda. Ms. Tucker-Hicks seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from April 26, 2016

Dr. Bartlett motioned to approve the April 26th Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the April 26th meeting were unanimously approved.

IV. News Articles and Correspondences

Ms. Tucker reported that the articles were included in the Board packet. Ms. Tucker also mentioned that the bikes for Sweating in the Stacks were purchased and have arrived – two were purchased for the café area. There are no stats for the bikes.

V. Director’s Report

Ms. Tucker informed the Board of the passing of Ms. Pat Linton, an avid library Friend and contributor. A copy of the obituary was included in Board packet.

VI. Unfinished Business Ms. Tucker

- a. **Parking Lot and ADA Ramp Project Update.** City officials will meet on Wednesday, June 15th to discuss remaining repairs.
- b. **Summer Reading Kickoff.** More than 750 children and parents attended the morning kickoff and over 350 attended the afternoon session. Parking was a problem. Ms. Moon, the Children's Librarian, is doing an excellent job as attendance for Children's Department programs remains high. There was a discussion on assistance with police support to direct traffic.
- c. **Upcoming concert, Friday, June 17th** – Featuring Rolling in the Hay.

VII. New Business – Ms. Tucker

- a. **New Flooring for the Community Room** Ms. Tucker brought in samples of flooring from Don's Carpet One to cover the Community Room (35x55). Ms. Tucker stated the estimate received was for the removal of old carpet, and the complete installation of new flooring would be \$12,500. Ms. Tucker asked to withdraw the funds from Fund 13 for the purchase. Ms. Tucker has scheduled the renovation during the month of August pending Board approval. Ms. Gualano asked if the price was competitive. Dr. Bartlett suggested that Ms. Tucker receive a second estimate. Ms. Prewitt inquired about the use of Fund 13. Ms. Tucker explained this account consists of monies obtained from fines, copier use and donations/memorials. Dr. Bartlett informed Ms. Prewitt that the current balance is \$250k. Ms. Tucker stated that a portion of the balance will be used to complete the ADA ramp along with the allocation of \$115,000 for three items – one of which she hopes the City will purchase (computer Storage Area Network (SAN). Dr. Bartlett motioned to allocate up to \$13,500 for the replacement of flooring in the Community Room. Ms. Tucker-Hicks seconded the motion. The motion was unanimously approved.
- b. **Budgets (General, State Aid and Donations)** – The Budget was reviewed by Dr. Bartlett. Ms. Tucker shared a brief synopsis on the 2016-17 General Budget which is as follows:

2015 General Budget - \$1,908,669

Proposed 2016/17 General Budget - \$2,048,400

Percentage Increase – 7.2%

Monetary Increase - \$139,731

State Aid Budget: Ms. Tucker stated that there was an increase in the State Aid allocation from \$0.79 per capita (2015 - \$18,687) to \$0.88 (2016 - \$21,020). Ms. Tucker mentioned that we do receive more, but there is a 30% fee which is paid to PLJC (Public Libraries in Jefferson County) for Cooperative fees, along with membership fees. Percent increase is 13% and the amount is \$2,013 after 30% is paid.

Donations Account: Yearly Projected budget based on estimated funds received from fines, memorials and gifts:

2015 Donations Budget - \$161,600

Proposed 2016/17 Donations Budget - \$210,200 with \$115,000 of this being for special projects for the Board to consider.

Percentage Increase – 30%

Monetary Increase - \$48,600

Ms. Tucker stated during City Department Head meeting, on Monday, June 13th they discussed budgeting HVAC repairs along with other items, on a city-wide level. The City has a contract with H&M to provide HVAC service. Also, Ms. Tucker mentioned that the City will possibly take bids on pest control and landscaping – the current pest control company is with Mr. Bugs, which charges \$32 monthly. The landscaping company charges about \$800 per month, and the contract ends in September. \$30,000 will be set aside to use for special landscaping projects. Other items of discussion were building maintenance, lighting, wood mildew, a leak in tree house, and moisture within the stones.

Projected 2016/17 Donations Budget: Transfer in will include landscaping \$25,000, \$5,000 for other known maintenance and \$85,200 for security cameras and the Fujitsu.

Ms. Tucker stated that the proposed 2016/17 Budget is due June 24th and asked the Board to submit any suggestions before that time.

VIII. Committee Reports

No report

IX. Foundation Report – Ms. McCulley

Ms. McCulley stated that the annual report has been printed and that donations received to date were \$4,974. A second mailing will be done in September - discussion on reaching out to community for donations. During the last Foundation meeting, five new board members were approved. They are: Catherine Hogewood, Greg Jones, Lucy Gilmore, Tiffany Persall and Ashley McDuff. Ms. McCulley stated that they will begin serving on August 1st.

Approval of 2016/17 slate of new officers. They are: Wendy Johnson (President), Jason Waters (Vice President), Kendall Millsap (Secretary) and Margo Price (Treasurer).

Ms. McCulley stated that she is currently working with a web designer to create a standalone website for the Foundation, which will launch during the summer.

X. PALS – Ms. Tucker.

PALS will meet tonight to discuss a possible name change. Ms. Tucker stated that the PALS have donated \$8,000 to the Children's Department.

FRIENDS – Ms. Tucker

No Report.

XI. Meeting Adjourned - 9:30 a.m.

The next Board meeting is scheduled for Tuesday, August 2, 2016 at 8:30 a.m.