

Library Board Meeting

October 27 2015

I. Call to Order – Ms. Ashley Tucker-Hicks - Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, October 27, 2015, at 8:30 a.m.

Present: **Ms. Ashley Tucker – Chair**

Ms. Anna Gualano – Vice Chair

Ms. Kym Prewitt – Board Member

Ms. Taneisha Tucker – Library Director

Ms. Terri Leslie – Deputy Director

Ms. Mindy Bodenhamer – Foundation Chair

Absent: **Mayor Zaragoza – Mayor**

Mr. Jeff Downes – City Manager

Dr. Jimmy Bartlett – Board Member

Mr. Jason Gardner – Board Member

Ms. Jonnie Vengelik – Friends of the Library Chair

Mr. Clay Smith – Board Emeritus

II. Approval of Today's Agenda

Ms. Gualano motioned to approve the agenda with the noted addendum concerning the Library's air conditioning unit. Ms. Prewitt seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from August 25, 2015

Ms. Gualano motioned to approve the August 25th Board minutes. Ms. Prewitt seconded the motion. The Board minutes were unanimously approved.

IV. News Articles and Correspondences

Ms. Tucker reported that the distributed Board packet contained all noteworthy items. She called the Board's attention to complimentary Facebook posts by Dr. Bartlett's son, Kenton, concerning the Adult Services Department. Ms. Leslie elaborated further, explaining the origins of the posts.

V. Director's Report

Ms. Tucker noted that the Director's Report was included in the Board packet.

VI. Unfinished Business

- a. ADA Ramp – construction was to begin Monday, October 26th but was delayed due to rain. Heavy equipment has been moved to the area and some mapping has taken place; construction will begin weather permitting.
- b. HVAC/Air Conditioning Unit – Ms. Tucker stated that we are still having problems with an air conditioning coil as well as the Server Room overheating. Trane provided a quote for the coil repair and Server Room equipment that was approximately \$29,000.00. Ms. Tucker then met with City Manager Jeff Downes to discuss other options. They chose Climate Service, Inc., and will save approximately \$4,500.00 on these repairs. Our service agreement with Trane remains in place but will be re-evaluated at the first of the year.

VII. New Business

- a. Election of BOT Officers for 2016 – Action was postponed until next meeting. Dr. Bartlett's term ends this December. Ms. Tucker stated that she has asked him to consider another year as he has been such an asset. If not, the Board will need to provide Ms. Tucker a list of potential candidates and/or a list of skill sets they believe would be beneficial to the existing Board.
- b. Policy Updates – Safe Child Policy and Mobile Hotspot Policy – Ms. Leslie. There was one question from Ms. Hicks concerning the issue of homeschooleders using the Library during school hours. Ms. Leslie contacted the Vestavia Hills Board of Education and inquired about existing local or state laws concerning unattended teens, but as of the meeting date, had not heard back from them. Upon further research she found that there are not any existing ‘daytime curfew’ laws. Ms. Gualano confirmed that there is not a state law in place. Because Vestavia Hills has an award-winning school system, homeschooleders, unattended or not, are rare. After further discussion, a motion was made by Ms. Gualano to approve the policy and was seconded by Ms. Prewitt. The policy was approved.
- c. There were no questions or issues with the Mobile HotSpot policy/guidelines. Ms. Gualano made a motion to approve the policy and was seconded by Ms. Prewitt. The policy was approved.
- d. Holiday Hours – Ms. Tucker stated that due to how the holidays will fall year, the Library would be closed a few more days than usual. A motion was made by Ms. Gualano to approve the schedule and was seconded by Ms. Prewitt. The closing schedule was approved.
- e. Staff Meeting Schedule – Ms. Tucker. The Library staff will need to meet one additional day (necessitating a late opening, at 10:00 a.m.) before December due to the Library’s new phone system and staff will require training. Ms. Prewitt moved to approve the additional date and the motion was seconded by Ms. Gualano. Motion approved.
- f. Holiday Exam Schedule/Extended Hours– Ms. Tucker. After reviewing the statistics from last year (2014) the Board felt that the number of high school students utilizing the Library during Exam Week warranted staying open an additional hour, while the number of UAB/Samford students did not. A motion was made by Ms. Gualano to approve extended Exam Week hours for the high school only and was seconded by Ms. Prewitt. Motion approved.

VIII. Committee Reports

No reports.

IX. Foundation Report – Ms. Bodenhamer

- a. The Foundation will send a Holiday greeting card after Thanksgiving and will wait until next year to send an annual report.
- b. The Foundation Search Committee decided to begin the search for a new Executive Director after the holidays (January 2016) and will present this timeline to the Foundation Board at the next Foundation Board meeting. The Board members discussed this and felt strongly that the Search Committee should be encouraged to begin the search as soon as possible. Concerns were the lack of an Interim Director, the effect that the additional work of handling incoming donations/thank you/follow ups could have on existing Library staff, and the length of time the actual search may take. Also, there have been candidates expressing interest that may lose that interest or take positions elsewhere if there is a lengthy wait. An option is for Foundation Board members to handle day-to-day tasks in the absence of an Executive Director. Ms. Prewitt also volunteered her assistance for the greeting card mailing.

X. PALS and Friends Reports

- a. P.A.L.S. – No Report
- b. Friends – No report – Bobby Horton will perform for the Friends of the Library Fundraiser on March 4th.

XI. Informational Items

- a. PLJC Annual Report - Ms. Tucker. The Library is the fourth largest library in Jefferson County, which is the norm (Birmingham Public, Hoover, and Homewood).

XIII. Meeting Adjourned

The next Board meeting is scheduled for Tuesday, December 8, 2015 at 8:30 a.m.