

Library Board Meeting Minutes

August 2, 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, August 22, 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
Mr. Jason Gardner – 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
Ms. Wendy Johnson – Foundation Chair
Mr. Wayne Bagwell – Friends Chair
Mr. Clay Smith – Board Emeritus

II. Approval of Today’s Agenda

Mr. Gardner motioned to approve the August 2nd agenda with the addition of LSTA Grant to New Business. Ms. Prewitt seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from June 14, 2016

Ms. Tucker-Hicks motioned to approve the June 14th Board minutes. Ms. Prewitt seconded the motion. The Board minutes from the June 14th meeting were unanimously approved.

IV. News Articles and Correspondences

Ms. Tucker reported that the emailed Board packets contained all noteworthy items.

V. Director’s Report

Ms. Tucker reported that we have officially completed the Summer Reading programs and stats are forthcoming.

VI. Unfinished Business – Ms. Tucker.

a. Parking Lot and ADA Ramp Project Update.

Ms. Tucker stated that Murray is scheduled to complete the ADA Ramp Project. Sprouse is no longer the contractor in charge of the job. Murray has evaluated the scope of the job, but no official reports. We hope that the ramp will be complete by the fall.

b. Budget Hearings.

Ms. Tucker stated that Dr. Bartlett accompanied her to the Budget Hearings. She shared the status of the budget per the hearings and discussions with City Manager Jeff Downes.

GENERAL BUDGET FUND 01

Compensation – Requested \$24,489.71 increase
\$17,636.19 not approved for part-time page (\$11,827) increase for Acquisitions Manager (\$5,908.19) Annual compensation increase for Deputy Director approved.

Maintenance Repair Building – Requested \$40,000
\$4,000 not approved (\$36,000 approved)

Professional Consultants – Requested \$12,700
\$6,000 not approved for Salary Survey (\$6,700 approved)

Community Involvement – Requested \$35,000
\$6,000 not approved (\$29,000 approved)

FUND 13 DONATIONS (Current Balance \$265,157.59)

Transfer In – Requested \$70,200
\$40,200 for Security Cameras for New Parking Lot
\$30,000 for Landscaping

Security Cameras – Estimate from ALSCAN \$8,477.48
Savings of 31,722.52 plus tax.

Lighting - Replacing of lights with LED option (Main Floor Only) - \$10,000 LED Solutions – replace every 10 years with a 5-year warranty
Replacing all Lights - \$12,000 Trinity Contractors – every other year to replace

LSTA Bonus Funds

Awarded \$20,000 from APLS on August 1, 2016. Funds must be spent by September 30, 2016. Required \$5,000 match from Library.

Personnel Request per City Manager Downes

The Library Board Cover \$15,535 for one year for a part-time clerk to assist with programs in the multipurpose room/makerspace.

FUND 20 CAPITAL PROJECTS

Capital Purchase – Requested \$45,000 for Fujitsu Channel SAN
Request was withdrawn after locating a vendor who will provide maintenance for a year for \$1800. Maintenance cost to be deducted from Fund 13.

Construction – Requested \$164,000 for ADA Ramp in 2015 / 2016 budget.
\$43,000 Balance to be paid from Fund 13 upon completion.

Capital Improvements

Estimate received for \$124,885 for scaffolding, mold abatement treatment w/MRCC 1000.

Estimate received for \$22,415 for damaged sheetrock/deck repair; sanding and rust repair on outside railings; sealing and repair of stone in the amphitheater.

Discussions to reach out to the community for volunteers to assist with Capital Improvement repairs.

Discussions on which items needed to remain in the budget – i.e., landscaping, etc.

Items to remove:

\$40,000 for the SAN

\$30,000 Landscaping

Items to remain:

Replacing of LED Lights on Main Floor level - \$11,000

Providing LSTA Bonus \$5,000 match

Makerspace items: Maker Bot digitizer, Black & Decker work bench, Adobe Creative Suite, Samsung TV, microphones, audio mixers, Nikon DSL camera, tripods, NANO kits.

Thus far, the community has not been financially supportive of Makerspace.

Dr. Bartlett suggested Ms. Tucker give thought to the Makerspace idea and forward email to the Board.

Dr. Bartlett motioned that the Library Board match the \$5,000 LSTA bonus funds recently awarded. Mr. Gardner seconded the motion. The motion was unanimously approved.

Dr. Bartlett motioned to allocate \$6,000 for Salary Survey – if needed. Mr. Gardner seconded the motion. The motion was unanimously approved.

Mr. Gardner motioned to set aside \$15,535 for a part time clerk to assist with the multi purpose room for one year. Dr. Bartlett seconded the motion. The motion was unanimously approved.

Discussions on mildew outside the building.

VII. Committee Reports

No report

VIII. Foundation Report – Ms. McCulley

Board meeting August 1st – welcomed five new members; Lucy Gilmore, Catherine Hogewood, Greg Jones, Ashley McDuff and Tiffany Persall. First meeting of the new Fiscal year – new officers are: Wendy Johnson (President), Jason Waters (Vice President), Kendall Millsap (Secretary) and Margo Price (Treasurer).

Discussions on changing how the Board raises money proactively instead of reactively..

PALS to join Foundation as a Junior Board. Foundation will assume responsibility for their major fundraiser.

So that the Foundation has more visibility, a website for them is in the process of being created.

Ms. McCulley along with Mr. Tackett will participate in this year's Leadership Vestavia Hills class beginning September 1, 2016.

Dr. Bartlett questioned about the history of the PALS, Friends and the Foundation doing independent fundraising.

Discussion on leadership of each organization within the Library.

IX. PALS

No report

FRIENDS

No report

X. Informational Items – Ms. Tucker-Hicks

Discussion of date for the next Board Meeting

XI. Meeting Adjourned - 9:40 a.m.

The next Board Meeting is scheduled for Tuesday, September 27, 2016 at 8:30 a.m.