

Library Board Meeting Minutes

October 18, 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, October 18, 2016 at 4:00 p.m.

Present: **Ms. Anna Gualano – Chair**
 Ms. Ashley Tucker-Hicks– Vice Chair
 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

Absent: **Mayor Zaragoza – Mayor**
 Mr. Jeff Downes – City Manager
 Ms. Wendy Johnson – Foundation Chair
 Mr. Wayne Bagwell – Friends Chair
 Mr. Clay Smith – Board Emeritus
 Dr. Jimmy Bartlett – Board Member
 Ms. Loraine Ward – Administrative Assistant

II. Approval of Today’s Agenda

Mr. Gardner motioned to approve the October 18 agenda. Ms. Prewitt seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from August 2, 2016

Ms. Prewitt motioned to approve the August 2 Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the August 2 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 are moving furniture out of the Cafe to make room for Maker programming.

The library has also spent all of the funds from the APLS grant.

Robin's construction has given a price of \$2,300 for rails out front of the library to prevent falls.

Ms. Tucker mentioned the JCPLA and APLS statistics concerning the library and how it related to other libraries. These included cooperative membership, cooperative circulation, cooperative item counts, and cooperative holds. It also included a state comparison of budget, circulation, staff, program attendance, program offerings, and library visits.

VI. Unfinished Business – Ms. Tucker

ADA Ramp Project Update

Blackjack construction will complete this project. They have not begun because the bonding company has not agreed to pay Tony Renta the additional funds for overseeing Sprouse Construction, who took far longer to complete the project than anticipated. The City has not approved continued construction until this issue is resolved.

VII. New Business

Passport Service - Mr. Tackett

Mr. Tackett explained the program and the City Treasurer's concerns with regard to the City's liability in handling federal funds. With the approval of the City's auditors, the Library will begin offering the program as soon as possible.

Library Holiday Closing Dates - Ms. Tucker

Ms. Tucker stated that these holidays were largely the same as this past year and are included in the board packets. A vote was called on the dates. Mrs. Prewitt moved to approve the dates. Mr. Garner seconded. The motion was unanimously approved.

Library Staff Training Dates - Ms. Tucker

These dates were included in the board packets. Mrs. Tucker-Hicks moved to approve the dates. Mrs. Prewitt seconded. The motion was unanimously approved.

Winter Hours - Mr. Tackett

Mr. Tackett asked the board to approve extending the library's closing time to 9:00 p.m. on December 12-14 to accommodate student's exam preparation. Mr. Garner moved to approve. Mrs. Prewitt seconded. The motion was unanimously approved.

BOT Meeting Dates and Times - Ms. Tucker

Ms. Tucker asked if the Board would like to switch the meeting times to the fourth Tuesday at 4:00. Ms. Gualano and other members discussed this with approval. The board discussed their next meeting time and decided that December 7, 2016 at 4:00 p.m. would be the last meeting this year. They also decided to move discussion of a change of meeting date to that time.

BOT Meeting Terms - Ms. Tucker

Mrs. Tucker-Hicks will be moving off of the library board this year and expressed interest in reapplying. Other terms do not expire this year.

VII. Committee Reports

No report

VIII. Foundation Report – Ms. McCulley

Ms. McCulley is finishing a grant request of \$50,000 from the Alabama Power Foundation.

The Foundation has incorporated the PALS and formed it into the Junior Board of the Vestavia Hills Library Foundation. This involves a number of organizational changes. The Storybook Run is the first large project as this new organization.

The Foundation is getting ready to send out donation cards at the end of the year and possibly host a block party to generate revenue for the library. The original location of this event will occur at City Hall, but the possibility remains that it may move to Cahaba Heights or Liberty Park. Another revenue generating idea surrounded an “Adult Dinner Night,” where a restaurant is rented and others could buy tickets to attend the event. The Foundation might partner with an outside organization to provide babysitting services.

The Foundation is still constructing its official website, which will hopefully launch at the beginning of November 2016.

IX. PALS - Ms. Tucker

Will be removed going forward.

FRIENDS - Ms. Tucker

A speaker for their next event has not been announced yet. One of their members and outreach chairman has passed away. A gift in their name is forthcoming.

X. Informational Items – Ms. Tucker

Storybook Run - October 29, 2016

Staff Training Day - December 01, 2016 - Motivation in the Workplace and Employee Engagement - PBJC

A speaker from the Personnel Board of Jefferson County will be attending this meeting to discuss the above topic.

XI. Meeting Adjourned - 4:55 p.m.

The next Board Meeting is scheduled for Wednesday, December 7, 2016 at 4:00 p.m.