

# Library Board Meeting Minutes

December 7, 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, December 7, 2016 at 4:00 p.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**
- Mr. Daniel Tackett – Deputy Director**
- Mayor Curry – Liaison**
- Ms. Wendy Johnson – Foundation Chair**
- Ms. Cinnamon McCulley – Executive Director, Foundation**
- Ms. Loraine Ward – Administrative Assistant**

## **Absent:**

- Ms. Taneisha Tucker – Library Director**
- Mr. Jeff Downes – City Manager**
- Mr. Wayne Bagwell – Friends Chair**
- Mr. Clay Smith – Board Emeritus**

**Addition to Agenda - Mr. Tackett**  
Confirmation of BOT meetings for 2017  
12 minute library video

## **II. Approval of Today’s Agenda**

Dr. Bartlett motioned to approve the December 7 agenda as amended. Ms. Hicks seconded the motion. The motion was unanimously approved.

## **III. Approval of Minutes from October 18, 2016**

Mr. Gardner motioned to approve the October 18 Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the October 18 meeting were unanimously approved.

## **IV. News Articles and Correspondences – Mr. Tackett**

Mr. Tackett reported that the emailed Board packets contained all noteworthy items.  
Spoonacular – 250 in attendance

**V. Director's Report – Mr. Tackett**  
No Report

**VI. Unfinished Business – Mr. Tackett**

**ADA Ramp Project Update**

Blackjack Construction began construction on December 5 - estimated completion within 30 days.

Railing has been constructed in the front of the building to prevent falls

**Building updates** – problems occurring with the HVAC system – H&M

Dr. Bartlett inquired about the net cost of building repairs up to date. Wayne Snider and Lonny Terry have been updating rail guards throughout the library

**JCPLA Volunteer Award – Ms. Virginia “Ginny”**

**Passport Service** – currently active, no passports have been issued at this time.

Information posted on library's website. Received approval from City Treasurer and auditor.

**BOT Meeting Dates and Times**

Ms. Prewitt motioned to officially change the Board of Trustee meetings to the fourth Tuesday of every month at 4:00 p.m. Dr. Bartlett seconded the motion. The motion was unanimously approved – the next BOT meeting is scheduled for Tuesday, January 24 at 4:00 p.m.

**VII. New Business – Mr. Tackett**

**Election of Officers**

Ms. Gualano nominated Mr. Gardner as Chair

Mr. Gardner nominated Dr. Bartlett as Chair

Dr. Bartlett nominated Ms. Prewitt as Chair. Ms. Gualano seconded the nomination. The motion was unanimously approved – Ms. Kym Prewitt as the newly elected Chair of the BOT

Vice Chair – Mr. Gardner nominated Dr. Bartlett. Ms. Gualano seconded the nomination. The motion was unanimously approved – Dr. Bartlett as the newly elected Vice Chair of the BOT

Mr. Tackett stated that the BOT candidate announcement would be made during the upcoming City Council meeting. Ms. Hicks applied for reappointment.

**Policies:**

**Wireless Hotspots** – change of overdue fine from \$5.00 to the cost of the device of \$150.00. Ms. Gualano questioned if patrons are given a notice of the devices overdue policy. Mr. Tackett stated that patrons must complete a contract before checking out a device. Discussion of patrons checking out devices using credit cards as an option. Suggestion made by Ms. Gualano to add overdue fines of \$5/per day. Policy would be given to Adult librarian for updates.

Ms. Prewitt motioned to accept the revised Policy Addendum to the lending agreement. Mr. Gardner seconded the motion. The motion was unanimously approved.

**Fit Desk Bike**

Guidelines are posted but policy needs to be in place for usage. Grammatical correction made by Dr. Bartlett – second sentence, insert the word “to” between “as and provide”. Ms. Tucker-Hicks motioned to approve the Fit Desk stationary policy as amended. Dr. Bartlett seconded the motion. The motion was unanimously approved.

**Outlining the Library Public Survey**

Discussion of reduction in eBook circulation.

**VII. Committee Reports – Mr. Tackett**

Library video.

**VIII. Foundation Report – Ms. McCulley**

Junior Board Storybook Fun Run profit - \$2,600.00 – 130 registered – 30 registered for 5k. This was a chip timed running resume – cost: \$600/chip with additional \$2 per runner to register for 5k.

\$50k grant submitted on November 4 to Alabama Power Foundation for Makerspace. Should receive a reply mid-January.

Holiday cards mailed out December 6.

Foundation website up and running – [vhlibraryfoundation.org](http://vhlibraryfoundation.org) – Dr. Bartlett was the first donor.

**IX. FRIENDS – Mr. Tackett**

Staff Luncheon – Thursday, December 15.

**X. Informational Items – Mr. Tackett**

APLS report discussed earlier.

**XI. Meeting Adjourned**

The next Board Meeting is scheduled for Tuesday, January 24, 2017 at 4:00 p.m.