

Library Board Meeting Minutes

January 24, 2017

I. Call to Order – Ms. Kym Prewitt – Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, January 7, 2017 at 4:00 p.m.

Present:

- Ms. Kym Prewitt – Chair 2018**
- Dr. Jimmy Bartlett– Vice Chair**
- Ms. Ashley Tucker-Hicks – Board Member**
- Ms. Anna Gualano – Board Member**
- Mr. Jason Gardner – Board Member**
- Ms. Taneisha Tucker – Library Director**
- Mr. Daniel Tackett – Deputy Director**
- Mayor Curry – Liaison**
- Ms. Cinnamon McCulley – Executive Director, Foundation**
- Mr. Jeff Downes – City Manager**

Absent:

- Ms. Wendy Johnson – Foundation Chair**
- Ms. Loraine Ward – Administrative Assistant**
- Mr. Wayne Bagwell – Friends Chair**
- Mr. Clay Smith – Board Emeritus**

II. Approval of Today’s Agenda

Ms. Gualano motioned to approve the January 24 agenda as amended. Dr. Bartlett seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from December 7, 2016

Ms. Gualano motioned to approve the December 7 Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the December 7 meeting were unanimously approved.

IV. News Articles and Correspondences – Ms. Tucker

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

V. Director’s Report – Ms. Tucker

Ms. Tucker indicated that her report was in board packet. She did make mention that there are a number of repairs that will require attention upcoming, including securing board planks on the library’s roof. She also mentioned that the maintenance budget will likely be spent early this year, and we will have to find the money in Fund 13.

VI. Unfinished Business – Ms. Tucker

ADA Ramp Project Update

Blackjack Construction completed the majority of the construction on the ramp. A final walkthrough is required before it is operational.

Passports Update – Mr. Tackett

Mr. Tackett updated the board regarding the state of the Passport program. We have processed approximately 50 applications and collected \$1000. We are also adjusting our hours to accept applications to 10 a.m. - 1 p.m. and 6-7 p.m.

VII. New Business – Ms. Tucker

BOT 2017 Committee Initiatives

The board divided up committee responsibilities.

The board also discussed the 2017 initiatives for consideration.

- Attending city council meetings on a biweekly basis
- They agreed to attend events hosted by the library, foundation, junior board, and friends as much as possible; Taneisha agreed to send out a monthly list of events they might consider
- Ms. Gualano stated that she joined the Chamber
- Landscaping updates are on the horizon and Ms. Tucker will update as required
- Creating a multipurpose/makerspace area. Ms. Tucker will request the funds from the Foundation and the Friends
- Creating the path from Highway 31 to the back of the library
- Evaluating closing on Wednesdays at 6 p.m.
- Working with the city on marketing efforts for visibility of services; a combination of efforts on part of the city and the library might be in order
- Reupholstering furniture in the Treehouse and Teen Department, depending on the budget
- Consider inclement weather closing
- Creating a library survey or partnering with the city with their survey
- Continuing to justify hiring of additional library staff

Discussion items - Ms. Tucker

These items are for discussion alone. No decisions are to be made.

Closing on Wednesdays at 6 p.m. - Ms. Tucker

Ms. Tucker stated that this night is very sparse with patrons and wanted input on the possibility of the library closing at 6 p.m. on these nights. This item will appear on the

next agenda for board consideration.

Inclement Weather Policy

The library currently follows the city's protocol on closing. Ms. Tucker requested that the library follow the school's schedule on closing. Concerns arose on what would happen to the children that walked to the library regardless of this policy. Others stated that as long as good communication resulted, it shouldn't be a problem. Another suggestion was made that the library's closure should be stated in the same email as the school's.

VII. Committee Reports – Mr. Tackett

No report

VIII. Foundation Report – Ms. McCulley

\$14,000 was collected from the mailing that was sent out.

The foundation will likely not send out an annual report but scale down the mailing to be sent out this Spring.

A restaurant night fundraising event will likely occur in the Summer, operated by the Junior Board of the Foundation.

On February 15, the foundation will accept applications for new board members.

Next foundation meeting will occur on March 7 at 4:00.

IX. Friends Report – Ms. Tucker

Next meeting - Thursday, January 26 at 10 am with author Edie Hand

X. Informational Items – Ms. Tucker

Next meeting will occur February 28, 2017 at 4:00 p.m.

XI. Adjournment

The meeting was adjourned.

XI. Meeting Adjourned

The next Board Meeting is scheduled for Tuesday, February 28, 2017 at 4:00 p.m.