

Library Board Meeting Minutes

March 21, 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, March 21, 2017 at 4:00 p.m.

Present:

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

Absent:

- Ms. Anna Gualano – Board Member**
- Mr. Jason Gardner – Board Member**
- Ms. Wendy Johnson – Foundation Chair**
- Mr. Wayne Bagwell – Friends Chair**

II. Approval of Today’s Agenda and Approval of Minutes from January 24, 2017
Ms. Tucker-Hicks motioned to approve the agenda along with the January 24, 2017 Board minutes and to move the Foundation Report from Item VIII to IV. Dr. Bartlett seconded the motion. The Board minutes from the January 24 meeting were unanimously approved.

III. Foundation Report – Ms. McCulley

Last board meeting held on March 7. Discussed summer fundraiser – logo created

Acrylic donation box at Circulation Desk totals \$2k

Database purchased to track donors – “Filemaker Pro”

Applications for new board members posted on website

Next Foundation Board meeting will be Tuesday, May 2, 2017 at 4:00 p.m.

Dr. Bartlett asked about the year-to-date total donations - \$40k range

IV. News Articles and Correspondences – Ms. Tucker

Ms. Tucker reported that the emailed Board packets contained all noteworthy items. Ms. Tucker mentioned the passing of Mr. Paul Scholl.

V. Director’s Report – Ms. Tucker

The Director’s report was included in the Board packet. Ms. Tucker stated that the library received the first official complaint that there are not enough rooms for people to study in the library by Ms. Angie Bagwell – we are considering.

VI. Unfinished Business – Ms. Tucker

a. ADA Ramp Project Update

Ramp is complete – final payment still pending

b. Healthy Vending very pleased with sales

c. Inclement Weather Closing Policy – Ms. Prewitt

Spoke about school and library communicating the new policy beginning 2018 year. Ms. Moon, the Children’s Librarian, will be contacted about getting the word out through registration, PTO, etc. Ms. Prewitt stated that wording would come from the library to the Board of Education, so that the next time it snows, schools could also inform the students of the library’s closing as well. The Board will begin working on online communication – Ms. Tucker stated we would follow the same guideline as the City on closing.

d. Collaboration with the City – Sign Ordinance Campaign

VII. New Business – Ms. Tucker

a. Communications Manager Position – Mr. Jeff Downes

Search Committee – Mayor Curry, Mr. Downes, Ms. Cook (Council member) and Ms. Tucker. Decision to hire Ms. Cinnamon McCulley as the Communications Manager working 25 hours/week, and Holly Turner will remain as support staff working 17 hours/week. Mayor mentioned that this position would mainly be a unified voice for the City.

Ms. McCulley will be hired immediately following April 10 Council meeting pending vote from Council. Position will report to the Library Director.

Discussion of duties – newspaper, internal communications of City

Ms. McCulley will give final notice to the Foundation Board regarding her resignation following the April 10, 2017 meeting.

b. Makerspace/Multipurpose Room – Ms. Tucker/Ms. McCulley

Requesting funding from both Foundation and Friends of the Library Boards
Prier Construction submitted a quote to Ms. Tucker. Ms. Tucker asked that Mr. Steve Reeves to draw up plans. No bid requirement if project receives private funding. Ms. Tucker presented the Attorney General’s opinion and will request legal opinions from Attorney Anna Gualano and City Attorney Patrick Boone.

Space will also be available for rental.

c. Extended Hours for School Finals – Daniel Tackett

Days and Hours of extension – Wednesday, May 17; Thursday, May 18 and Monday, May 22.

No additional strain on budget – shuffle staff assignments

Ms. Ashley-Hicks motioned to approve the extended hours for school finals at the library. Dr. Bartlett seconded the motion. The extended hours for school finals were unanimously approved.

d. Grant for Solar Panels – Daniel Tackett.

Approached by Mr. Rob Ozols, CEO of Vulcan Solar Panels, regarding a \$100k grant that would cover the installation of solar panels.

Environmentally friendly

Savings - \$45k

Grant due April 30. If approved, construction would begin in fall of 2017.

Discussion on Risk Management

Maintenance – panels last 20 years with warranty

Brackets – separate warranty

Mayor asked of a guarantee for savings

Mr. Tackett stated that Alabama power would purchase any unused power by solar panels

Discussion of cosmetic issues

e. Screen Vision

Cost - \$1,600 in 2016 for five weeks of promotion

30 second commercial in both VH Rave and Summit Theaters

Promotes Summer Reading using the “BE” Campaign created by Derek Anderson

2017 cost much less than previous year

f. Ms. Tucker mentioned upholstering of the Tree House will begin after summer programs. King Cotton will provide fabric at cost.

VIII. Committee Reports

Dr. Bartlett volunteered to become primary liaison to Friends with Ms. Prewitt as secondary.

Ms. Prewitt will attend council meeting on March 27.

Foundation Board Liaison – Mr. Jason Gardner

IX. Friends Report – Ms. Tucker

Friends will meet on Thursday, March 23.

Great attendance with Delores Hydock during February meeting

X. Informational Items – Mr. Tackett

Passports – very successful
January to March has generated over \$4,350.00

The next Library Board meeting is scheduled for Tuesday, May 23, 2017 at 4:00 p.m.

XI. Adjournment

The meeting was adjourned at 4:53 p.m.