

Library Board Meeting Minutes

May 23, 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, May 23, 2017 at 4:00 p.m.

Present: **Ms. Kym Prewitt – Chair**
 Dr. Jimmy Bartlett– Vice Chair
 Ms. Ashley Tucker-Hicks – Board Member
 Ms. Anna Gualano – Board Member
 Mr. Jason Gardner – Board Member
 Ms. Wendy Johnson – Foundation Chair
 Ms. Taneisha Tucker – Library Director
 Mr. Daniel Tackett – Deputy Director
 Mr. Rick Moody – Technology Department Head
 Ms. Terri Leslie – Adult Services Librarian
 Ms. Loraine Ward – Administrative Assistant

Absent: **Mayor Curry – City Liaison**
 Mr. Jeff Downes – City Manager
 Mr. Wayne Bagwell – Friends Chair

II. Approval of Today’s Agenda

Dr. Bartlett motioned to approve the May 23, 2017 agenda. Ms. Tucker-Hicks seconded the motion. The Agenda for today’s Board of Trustees meeting was unanimously approved.

III. Approval of Minutes from March 21, 2017

Dr. Bartlett motioned to approve the March 21, 2017 Board minutes. Ms. Tucker-Hicks seconded the motion. The Board minutes from the March 21st meeting were unanimously approved.

IV. News Articles and Correspondences – Ms. Tucker

Ms. Tucker reported that the emailed Board packets contained all noteworthy items. Dr. Bartlett asked the price of the HVAC coil repair which in the past has been as much as \$14,000. He also requested the timeframe of repair which is currently unknown as the Library is no longer responsible for the repairs. Dr. Bartlett also inquired about the little free library and location. Ms. Tucker mentioned one may be located in Meadowlawn Park and the second was unknown, but that it had been discouraged by the City Clerk.

V. Director's Report – Ms. Tucker

The Director's report was included in the Board packet and additional details will be discussed under New Business.

VI. Unfinished Business – Ms. Tucker

a. Makerspace/Multipurpose Room Project

Donations: Friends - \$40,000/Foundation - \$60,000 – Total \$100,000 for the project. Project will go out to bid – Decision made by City with official opinion submitted by the City Attorney. Steve Reeves, the architect who designed the library currently serves on the Foundation Board, but would be the ideal person to design the project. A list of qualified bidders will be generated and the Foundation is investigating the specifics of Mr. Reeves designing the project.

VII. New Business – Ms. Tucker

a. Scout Project – Josh Handra, Troop 226 - Mr. Daniel Tackett

Scope of the project is to repair to guard rails. Project approved by Troop 226. Dr. Bartlett motioned for the recommendation to accept scout proposal. Ms. Gualano seconded the motion. The Board unanimously approved the scout project submitted by Mr. Josh Handra of Troop 226.

b. Vestavia Hills PTO Council Meeting Request – Ms. Tucker

Discussion to allow the PTO Board to meet at the Library due to building repairs at the Board of Education. The Board approved that only the Governing Body of the PTO is approved to use the Community Room at the library without a fee. Ms. Tucker will submit a written response to the PTO Council.

c. Landscaping Project – Ms. Tucker

In 2016, the BOT approved \$30,000 for the project that must be bid. Landscape architect, Tony Renta was recommended as the designer. Ms. Gualano motioned the approval to hire Tony Renta to design landscaping within the \$30,000 budget. Mr. Gardner seconded the motion. The Board unanimously approved to hire Tony Renta as the landscaping designer.

d. Patron Book Challenge/Collection Development – Ms. Leslie/Dr. Bartlett

Discussion on Self Help/Self-Healing book There is No HIV, by the Rainbow Warrior. Based on the library's current Collection Development Policy, the book qualifies to be part of the collection. There was additional discussion about updating the policy. The BOT agreed to place the book on the shelf for 18 months. Dr. Bartlett motioned to accept the book into collection. Ms. Gualano seconded the motion. The Board unanimously approved to place the book on the shelf for 18 months.

e. 2017/2018 Budget Matters

i. Staffing/Salary Survey – Ms. Tucker

Results in package – no discussion.

ii. JCLC – State Aid and Annual Fees – Ms. Tucker

Fees up \$10,000 In the upcoming year, fees will be \$59,377 for JCLC courier, internet, Sierra and Cooperative resources.

iii. SAMS (Smart Access Manager System) Comprise – Mr. Moody

JCLC is upgrading all libraries and fees will be in addition to our annual contribution. Configuration Costs - \$27,000 to replace Envisionware on public PCs and TRAC systems print maintenance. Will receive a 5 in 1 Self-Serve KIOSK and replacement printer workstation. The Comprise System will be implemented throughout the Cooperative in the fall.

VIII. Committee Reports

No Committee Reports

IX. Foundation Report – Ms. Johnson

Ms. Johnson resigned as Foundation President and was hired as the Interim Executive Director receiving half the pay. The Board will reevaluate the position in August.

June Clark was elected Interim President.

Annual Mailer was sent to the community before Ms. McCulley's resignation and donations received to date total just over \$6000. Overhead of \$5,000.

Dr. Bartlett asked when the Foundation planned to recruit new members. Ms. Johnson responded August.

X. Friends Report – Ms. Tucker

Friends will meet on Thursday, May 25, 2017 at 10 a.m. for their annual installation of officers and luncheon with staff.

XI. Informational Items – Mr. Tackett

a. For the Birmingham Parent's Magazine, Vestavia Hills Library came in third best library for family.

b. Library received a plaque for working with special needs students via the high school's work/study program.

The next Library Board meeting is scheduled for Tuesday, July 11, 2017 at 4:00 p.m.

XII. Adjournment

The meeting was adjourned at 5:31 p.m.