

# **Library Board Meeting Minutes**

## **January 19, 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, January 19, 2016 at 8:30 a.m.

- Present:**
- Ms. Anna Gualano – Chair**
  - Ms. Ashley Tucker-Hicks– Vice Chair**
  - Dr. Jimmy Bartlett – Board Member**
  - Mr. Jason Gardner – Board Member**
  - Ms. Taneisha Tucker – Library Director**
  - Ms. Terri Leslie – Deputy Director**
  - Ms. Mindy Bodenhamer – Foundation Chair**
  - Ms. Jonnie Venglik – Friends Chair**
  - Ms. Loraine Ward – Administrative Assistant**
  - Ms. Katherine Smith – Marketing Manager**

- Absent:**
- Mayor Zaragoza – Mayor**
  - Mr. Jeff Downes – City Manager**
  - Ms. Kym Prewitt – Board Member**
  - Mr. Clay Smith – Board Emeritus**

### **II. Approval of Today’s Agenda**

Mr. Gardner Jason motioned to approve the January 19<sup>th</sup> agenda. Ms. Tucker-Hicks seconded the motion. The motion was unanimously approved.

### **III. Approval of Minutes from December 8, 2015**

Dr. Bartlett motioned to approve the December 8<sup>th</sup> Board minutes. Mr. Gardner seconded the motion. The Board minutes from the December 8<sup>th</sup> meeting were unanimously approved.

#### IV. 2016 Library Board Initiatives – Gualano/Tucker

##### a. Committee Assignments are as follows:

	<b>PRIMARY</b>	<b>SECONDARY</b>
1. Budgets	Dr. Bartlett	Ms. Gualano
2. Facilities	Dr. Bartlett	Ms. Tucker-Hicks
3. Human Resources	Ms. Tucker-Hicks	Ms. Prewitt
4. Outreach	Ms. Prewitt	Ms. Tucker-Hicks
5. Policies	Ms. Gualano	Dr. Bartlett
6. Makerspace	Mr. Gardner	Ms. Tucker-Hicks
7. Public Relations	Mr. Gardner	Ms. Gualano
8. Support Network	Ms. Tucker-Hicks	Ms. Prewitt
9. Technology	Dr. Bartlett	Mr. Gardner

b. **Strategic Plan Review.** Ms. Tucker stated the plan was included with the Board packets. She mentioned that the Library has accomplished several of the objectives along with sharing which items / goals remained.

#### V. News Articles and Correspondences

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

#### VI. Director's Report

Ms. Tucker highlighted the goals set for the library via the strategic plan. She noted that many of the goals have been met. There was discussion about forming a Junior Board and streamlining marketing and publicity efforts. Ms. Tucker introduced Ms. Katherine Smith, the Library's new Marketing Manager. There was discussion regarding Board members being more visible at City Council meetings. Ms. Tucker stated that she and Ms. Smith would attend the Community Caucus meeting at the Chamber later that evening. Ms. Gualano and Ms. Tucker-Hicks will attend the Council meeting on Jan 25 – Dr. Bartlett will attend the Foundation meetings.

Dr. Bartlett inquired about Miscellaneous Budget Revenue of \$9,100. Ms. Tucker stated it could actually be a number of items, i.e., ERATE, etc. Mr. Gardner inquired about the fund balance for the Pinnacle account. Ms. Tucker explained that the account was opened with a \$30,000 balance and funds are used for Library event purchases after which time City Hall deducts from Fund 13.

Ms. Tucker introduced Ms. Jonnie Venglik to Board as the Chair of the Friends of the Library.

## VII. Unfinished Business – Ms. Tucker

- a. **Parking Lot and ADA Ramp Project.** Tentative date for completion of ramp – February 2<sup>nd</sup> – 15<sup>th</sup>. For various reasons, the architect has had to update the plans for the contractor.
- b. **Security Cameras.** Ms. Tucker stated that the Board voted to set aside \$40,000 for purchases based on an estimate provided by Nerd Alchemy. The Library has been referred to another vendor by the name of Teklinks and they have been contacted by Mr. Moody.
- c. **LSTA Grant.** Ms. Tucker submitted a Letter of Intent to APLS to apply for an LSTA grant. At this time, APLS has not replied stating that VHLIF has been approved to officially apply for the grant. The maximum amount to be received is \$20,000 where APLS would require a 25% local match. If received, funds from the grant would become available in FY17. The local match would be needed at that time.
- d. **Landscaping.** \$25,000 set aside to be used once the ADA project is complete.  
**Makerspace.** Ms. Tucker stated she spoke with Mr. Reeves and was given a preliminary number on the square footage to complete construction on the café and study rooms of \$450,000, which does not include equipment.

## VIII. New Business

- a. **Problem Patron – Ms. Leslie.** Ms. Leslie stated that Mr. Bishara Shunnarah called on several occasions with questions not pertaining to library matters. Mr. Shunnarah has been banned from Hoover Library for one year. He is argumentative and asks inappropriate questions. Dr. Bartlett made a motion to ban Mr. Shunnarah for 12 months from the Library to include use of materials and information via phone. Ms. Tucker-Hicks seconded the motion. The Board unanimously approved.
- b. **Coffee at the Library Update – Ms. Smith.** A draft of name proposals, logo options, signage ideas, pricing for a 12oz cup and pictures was distributed to the Board. There was discussion on methods patrons could use to pay for coffee.

## IX. Committee Reports

No report

## X. Foundation Report – Ms. Bodenhamer

The Foundation Board Search Committee will interview three candidates for the Executive Director position on Friday, January 22<sup>nd</sup>.

Holiday Card Campaign has been very successful bringing in a revenue total of \$17,000. Expenses were under \$3000.

Ms. Bodenhamer stated that over the last two years, the Foundation has not met the budget of the ED's salary. There will also be ongoing expenses for the spring annual report, school letters and other publicity for the makerspace.

Ms. Bodenhamer stated that the Search Committee is looking for someone to make donor relations a priority. The ED position would begin Feb 1<sup>st</sup>.

The new Foundation Treasurer is Ms. Margo Price.

**XI. PALS – Ms. Tucker.**

New Chair – Ms. Virginia Hornbuckle  
Casino Night – April 16, 2016

**FRIENDS – Ms. Venglik**

Bobby Horton: Music from the Civil War – March 4, 2016

Membership has increased. Continuing to advertise makerspace.

Discussion on bookstore items. Membership is the largest moneymaker. Mr. Gardner suggested in lieu of book donations, that the Friends ask for electronics (i.e., tablets, etc.).

**XII. Informational Items**

- a. **2015 APLS Survey.** Included in packet. Dr. Bartlett inquired about the annual number of computer uses. Ms. Tucker explained the difference in the numbers stating that in previous years the Library submitted searches where this year the survey asked for “uses” vs. “users”.

Ms. Tucker gave kudos to the Children's Dept. –children ages 6-12 increased by 66% with library cards. Total number of visits was up 13%. Total circulation for books up 8%, electronic circulation materials up 18%.

The library offered 132 more programs FY16, but down in attendance by 7%

The updated Staff Organizational Chart will become effective February 1.

**XIII. Meeting Adjourned - 9:50 a.m.**

There will be no February meeting. The next Board meeting is scheduled for Tuesday, March 22, 2016 at 8:30 a.m.