

Library Board Meeting Minutes

August 28, 2018

I. Call to Order – Dr. Jimmy Bartlett

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, August 28, 2018 at 4:00 p.m.

Present:

- Dr. Jimmy Bartlett – Chair**
- Ms. Ashley Tucker-Hicks – Vice Chair**
- Mr. Larry Cochran – Board Member**
- Ms. Taneisha Tucker – Library Director**
- Mr. Daniel Tackett – Deputy Director**
- Ms. Andi Preston – Friends Chair**
- Ms. Elise Bodenheimer – Friends Co-Chair**
- Ms. Loraine Ward – Administrative Assistant**

Absent:

- Ms. Anna Gualano – Board Member**
- Mr. Jason Gardner – Board Member**
- Mayor Ashley Curry – City Liaison**
- Ms. Wendy Johnson – Foundation Chair**
- Mr. Jeff Downes – City Manager**

Dr. Bartlett welcomed the new Friends Chair – Ms. Andi Preston and Co-Chair - Ms. Elise Bodenheimer, to the BOT meeting.

II. Approval of Today’s Amended Agenda

Mr. Cochran motioned to approve the August 28, 2018 agenda changing future Board of Trustee meetings to Wednesdays at 4pm. Ms. Tucker-Hicks seconded the motion. The Agenda for today’s Board of Trustees meeting was unanimously approved.

III. Approval of Minutes from May 1 and June 26, 2018

Mr. Cochran Motioned to approve minutes from both May 1st and June 26th, 2018 meetings.

IV. News Articles and Correspondences – Ms. Tucker

Congratulations to Mr. Daniel Tackett, JCLC Librarian of the Year.

V. Director’s Report – Ms. Tucker

Children’s Librarian – April Moon had double bypass surgery on 8/28 and is doing well.

VI. Unfinished Business – Ms. Tucker

- a. **Landscaping Project** – irrigation system has been installed – amount less than \$2k. Awaiting erosion repair on both sides of facility – proposal of \$5,600. Work should be completed this fiscal year. Separate from landscaping job.
- b. **Makerspace Project** – expected completion date 8/31/18. Once completed, the furniture we have on hand will be installed. 100% of the equipment already purchased. LSTA federal grant awarded – total amount unknown. There will be a total of \$10k to supplement whatever is received from the grant. Featured activities would be DIY activities, 3D printing, possibly jewelry making classes, etc. For meetings, there will be a charge for the room. Capacity unknown at this time.
- c. **Curbside Service Update** – Design and promotion is complete – awaiting signage. Circulation desk informing patrons. Program expected to be up and running within a month.
- d. **Annual Budgets:**
 - i. **General** – Security was requested in the sum of \$32k. Mr. Downes, City Manager, requested \$25k cut from budget. Technology items were moved to Fund 13 which the Board approved. Ms. Tucker stated in order to receive \$15k, she agreed to level funding for programming. During the budget hearing, Mr. Downes agreed to \$15k toward a security officer. Suggestions were made to hire a consultant or someone from a security company but Ms. Tucker explained that the library needed someone who would assist with unruly patrons and perform staff duties when the need arose. Mr. Downes recommended that the library hire security for the second half of the fiscal year. Mr. Cochran asked if there were a difference in hiring during the second half of the year in lieu of the beginning of the fiscal year. Ms. Tucker replied stating the City would have to balance the budget by removing initial requested \$32k plus and adding \$15k. Suggestion made by Dr. Bartlett that the Board pay expense for the security guard for the second half of the fiscal year and the City pick up fees for the next fiscal year. Ms. Tucker will discuss with Mr. Downes to see if this would be feasible. Sgt. Crimm asked Ms. Tucker about hiring an “off-duty” officer – the hours would normally be between 2-6pm with no continuity.
 - ii. **Fund 13/Donations** – No major changes. Automatic renewals will impact the amount received via fines.
 - iii. **Capital Improvements** – Submitted \$218k and received \$15k to resurface the parking lot. Some technology items have been purchased with current budget funds.

VII. New Business – Ms. Tucker

- a. **PCI Compliance Policy** – Primarily deals with credit card compliance. JCLC received a grant last year for Smart Money Manager, which allowed them to purchase the Comprise system for all libraries. With that purchase, the library had to change our Merchant Account to an account called Tsys which requires that each library have a compliance policy, adapted by JCLC, which protects libraries in the event that information is compromised. We are an autonomous library, which means our technology team manages our system, but we are still part of the JCLC network. VH is an autonomous library, meaning if anything should happen, we would be covered by the Incident Response Team which includes Ms. Tucker, Mr. Tackett and Mr.

- Moody. Extensive discussion regarding the protection mechanism of the credit card system. Ms. Tucker stated that the initial policy was written by Hoover and updated by JCLC. There is an online training for PCI Compliance. Mr. Cochran motioned to approve the PCI Compliance Policy with the amendment update by Ms. Tucker to Appendix C. Ms. Tucker Hicks seconded the motion. The motion was approved.
- b. Active Shooter Policy and Procedures** – Ms. Tucker informed the Board that the staff have had extensive training twice via the police department on Active Shooter and Missing Children – two of which staff have had to practice first hand.
 - c. Evacuation Policy and Procedures** – Based on staff location, assignments are put into place for evacuation purposes.
 - d. 2019 Holiday Schedule** – Same as previous annual schedules but will add July 3rd closing at 6pm and Dec 19 through Jan 3 closing at 6pm.
 - e. 2019 Staff Meeting Schedule** – Six meetings per year with correction of Thursday, December 5, 2019.
 - f. Extended Hours for Exams** – Dates presented via packet.
 - g. Qualifications for Library Board Applicants (Review)** - Two members rotating off the Board in December 2018 are Ms. Gualano and Mr. Gardner. Criteria will be submitted to the City – interviews to begin October. Ms. Gualano cannot apply due to conflict of interest and Mr. Gardner has served the maximum years.

Mr. Cochran motioned to approve items b through f. Items b through f items – Active Shooter Policy, Evacuation Policy, 2019 Holiday Schedule, 2019 Staff Meeting Schedule (amendment update addition by Ms. Tucker), Extended Hours for Exams. Ms. Tucker-Hicks seconded the motion. The motion was approved.

VIII. Committee Reports – None

IX. Foundation Reports – Mr. Cochran

No meeting during summer, but still formulating fundraising plans for makerspace.

X. Friends Report – Ms. Preston

Currently there are roughly 39 paid members, but the initial goal is to increase membership – reaching out to 50+ age range. There were 65 people to sign up at the drawing. Bank account info – there is 26k in money market; 36k in checking and 1k monthly from bookstore sales. Mayor Curry will be guest speaker at September 27th meeting. Discussion regarding speaker for April 2019 meeting. Extensive discussion on membership.

XI. Informational Items – Ms. Tucker

- a. ADA – Patron Experience.** Building adjustments/complaints submitted by a disabled patron, Dr. Hegadorn – they are as follows:
 - Door pressures (less than 5lbs) – have been measured and corrected by City Engineer, Mr. Keith Blanton, at a cost of \$1k.
 - Move automatic button at front door– this item ADA compliant
 - Parking lot restriped – not in current budget
 - Van accessible placards are being installed

- b. American Library Association Reports (written only) – submitted in the BOT packet.**
 - i. Taneisha Tucker, Director**
 - ii. Derek Anderson, Teen Services and Makerspace**
 - iii. Gary Brown, Circulation**
 - iv. Terri Leslie, Adult Services**
 - v. Bethany Mitchell, Technology Services**
 - vi. Rick Moody, Technology Services**
 - vii. Holly Parker, Children’s Services**

XII. Adjournment

The next Board of Trustee meeting is scheduled for Wednesday, September 26, 2018.
The BOT meeting was adjourned at 5:00 p.m.