

Library Board Meeting Minutes

December 5, 2018

I. Call to Order – Dr. Jimmy Bartlett

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, December 5, 2018 at 4:00 p.m.

Present:

- Dr. Jimmy Bartlett – Chair**
- Ms. Ashley Tucker-Hicks – Vice Chair**
- Ms. Anna Gualano – Board Member**
- Mr. Larry Cochran – Board Member**
- Ms. Taneisha Tucker – Library Director**
- Mr. Daniel Tackett – Deputy Director**
- Mayor Ashley Curry – City Liaison**
- Ms. Andi Preston – Friends Chair**
- Ms. Elise Bodenheimer – Friends Co-Chair**
- Ms. Wendy Johnson – Foundation Chair**
- Ms. Loraine Ward – Administrative Assistant**

Absent:

- Mr. Jason Gardner – Board Member**
- Mr. Jeff Downes – City Manager**

II. Approval of Today’s Agenda

Mr. Cochran motioned to approve the December 5, 2018. Ms. Tucker-Hicks seconded the motion. The Agenda for the Board of Trustees meeting was unanimously approved.

- a.** Proclamation from Mayor Curry and City Council along with gifts, from the library, were presented to Ms. Gualano for her loyal service to the Board of Trustees from Jan 2015 to Jan 2018.

III. Approval of Minutes from September 26, 2018

Ms. Tucker-Hicks motioned to approve minutes from September 26, 2018 meeting. Ms. Gualano seconded the motion. The BOT minutes from September 26th were unanimously approved.

IV. News Articles and Correspondences – Ms. Tucker

Dr. Bartlett discussed the revision of the library’s new website. Ms. Tucker stated that Ms. McCulley is in charge of the revision.

V. Special Presentation: KultureCity – Ms. Renuka Srivastva

Discussion regarding Sensory spaces within the library for special needs patrons. Dr. Bartlett inquired about training, cost and the length of time the program has been in existence. Ms. Srivastva stated there are about 20 volunteers that actually work with the program throughout the US. The cost would be \$99.99 per year which includes Sensory bags. The program has been in existence since 2014-15. Ms. Tucker asked what the criteria would be to become a Sensory library. At least 90% of employees would have to become Sensory trained. There would have to be a quiet location within the library assigned as a Sensory location but it could be a multi-purpose room. Rooms must be always available. No other libraries in the area are signed up to participate. The Board will decide whether this would be a feasible project to participate. The Birmingham Zoo and the Botanical Gardens are also Sensory inclusive. There are over 10,000 employees trained at the moment. There was a detailed discussion regarding individual and online training

VI. Director's Report

Dr. Bartlett and Mayor Curry discussed the eight interviews held by Council on December 10th for the two open positions available for the Board of Trustees. New Board Members terms set to begin January 2019.

- a. **Alabama Public Library Service 2017 State Compilation** – Ms. Tucker stated this report shows how VH compares to other libraries throughout the State with the same population. VH is 3rd in terms of funding.
- b. **Jefferson County Library Cooperative Annual Statistical Report** – Compares VH library to other libraries in Jefferson County - VH ranks 4th in the County.
- c. **APLS Annual Statistical Report** - Annual report that statistically monitors library happenings, book circulation, etc.

VII. Unfinished Business – Mr. Tackett

- a. **Employee Handbook Update** – updates have been forwarded to City Attorney Pat Boone to include Jeff Downes' position and authority as City Manager.

VIII. New Business – Ms. Tucker

a. Election of Officers

Chair – Ms. Tucker-Hicks motioned to elect Mr. Larry Cochran as Library Chair.

Vice Chair – Ms. Ashley Tucker-Hicks.

- b. Discussion of 2019 Initiatives** – 2018 items were successful with exception of re-upholstering furniture in Adult Services. 2019 initiatives to include: continuing building maintenance, Strategic Planning, the need of additional personnel, full time security – someone will be hired in March. Curbside signage is on the way. Discussion on marketing, rebidding of cleaning contract and capital improvements as well as 5-yr strategic planning. Book vending to Cahaba Heights, outreach to schools.
- c. Opening of Library Makerspace** – soft opening on December 12th from Noon – 4p. Ms. Tucker stated she is researching furniture ideas. It will be a rentable space.
- d. 2018 Holiday Schedule (Updates for Consideration)** – Consensus from the Board with approval to close the library on Sunday before Christmas.

Mr. Cochran inquired about popular book “The Library Book” written by author Susan Orlean. Ms. Tucker will look into ordering for the library.

IX. Committee Reports – None

X. Foundation Reports – Ms. Johnson

Taxes are completed down \$6k – Casino Night and St. Patrick’s Day events are set for March.

XI. Friends Report – Ms. Preston & Ms. Bodenheimer

Membership increased to 45 with \$32k in the bank. Luncheon scheduled for December 13th - there will be a \$5 fee for non-members. Asked if library had needs that Friends could supply. Discussion of programs for 2019.

XII. Informational Items – Ms. Tucker

- a. Library in the Forest 8th Anniversary December 12** – discussed in New Business
- b. Soft Opening for Makerspace December, noon-4pm** - discussed in New Business
- c. Staff Day December 6, 2018** – 7:45 am Staff Day/Inventory and Junior Board will provide breakfast.

Ms. Olivia Wells recovering from lung cancer surgery.

XII. Adjournment

The next Board of Trustee meeting is scheduled for Wednesday, February 27, 2019. The BOT meeting was adjourned at 5:00 p.m.