

Library Board Meeting Minutes

June 26, 2018

I. Call to Order – Dr. Jimmy Bartlett

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, June 26, 2018 at 4:00 p.m.

Present:

- Dr. Jimmy Bartlett – Chair**
- Ms. Anna Gualano – Board Member**
- Mr. Jason Gardner – Board Member**
- Ms. Taneisha Tucker – Library Director**
- Mr. Daniel Tackett – Deputy Director**
- Mayor Ashley Curry – City Liaison**
- Ms. Wendy Johnson – Foundation Chair**
- Ms. Loraine Ward – Administrative Assistant**

Absent:

- Ms. Ashley Tucker-Hicks – Vice Chair**
- Mr. Larry Cochran – Board Member**
- Mr. Jeff Downes – City Manager**
- Ms. Andi Preston – Friends Chair**

II. Approval of Today’s Amended Agenda

Mr. Gardner motioned to approve the June 26, 2018 “amended” agenda. Mayor Curry seconded the motion. The “Amended” Agenda for today’s Board of Trustees meeting was unanimously approved.

III. Approval of Minutes from May 1, 2018

IV. News Articles and Correspondences – Mr. Tackett

Dr. Bartlett made an observation regarding the increase in HOOPLA services. Mr. Tackett explained HOOPLA in detail to the Board. Discussion regarding augmented reality books. Discussion regarding cell phone use within the library. Meeting room rental income – no increase. Vending machine ownership has changed which serves to be popular offering new items.

V. Director’s Report – Mr. Tackett.

Comprise installation date has been extended. Less expensive video cameras purchased to be placed throughout the library. Summer reading kickoff was very successful – fewer attendance due to security.

VI. Unfinished Business

a. Landscaping Project - Mr. Tackett. Blackjack is scheduled to begin the landscaping project within the working on the front of the library in addition to repairing the drainage near the ramp. Dr. Bartlett questioned if Blackjack was a reliable company.

Board needs to approve additional invoice submitted by Tony Renta - \$5,250 for architectural landscaping drawings. Dr. Bartlett inquired if this was miscommunication. Ms. Tucker stated that Mr. Renta withheld invoice until receiving total from Blackjack – initially Mr. Renta’s invoice should have been included in the \$30k budget. Blackjack repaired the ADA ramp and no bid on the project, Blackjack decided to complete the landscaping project as well. No other company - aside from Blackjack were willing to take the job, at that amount. Ms. Tucker stated that the invoice was unbeknownst to her, but that the invoice must be paid. Dr. Bartlett mentioned that there were charges of the following;

\$3,500 Construction Documents
\$1,750 Construction Administration

Ms. Tucker stated there may be enough to cover those expenses in Fund 13. Blackjack submitted their invoice for a total of \$31k. The work submitted on this invoice is for the front of the library, the second phase of the project, for the rear of the library, will be submitted in the Capital budget for this fiscal year. Ms. Gualano asked if the drawings included the entire project and will this be the only additional invoice the Board should expect to receive from Mr. Renta. Ms. Tucker stated yes, they are included and that we would assume that this would be his final invoice. The amount is included in the 01 General Budget Professional Consultants (GBPC) – only a consensus needed to finalize payment. Ms. Tucker mentioned that the GBPC may exceed the original budgeted amount. Ms. Gualano asked that Ms. Tucker speak with Mr. Renta so that there will be no additional miscommunication in the future. Ms. Tucker agreed.

- b. Makerspace Project – Mr. Tackett.** Construction/demolition has begun – project should be complete within 90 days. Funding budgeted for the project was \$100k. Prescott Construction was the lowest bidder with \$72k. The Foundation Board via the Friends donated \$40k to the project, which leaves a balance of \$32k. The remaining balance will be donated by the Foundation Board to purchase furnishings. Equipment for the Makerspace was purchased by grant received early 2017.
- c. Curbside Service Update – Mr. Tackett.** Delaying program until mid August. Supplies needed for the project – carts, bags, etc. Ms. Tucker added that this will give the staff time to be trained. There will be an assigned parking space for Curbside Service. No marketing for the project until we finalize a workflow.

VII. New Business – Mr. Tackett

- a. General Rules and Regulations Update (Vote Requested)** – Detailed discussion regarding large groups of more than six people holding meetings within the departments instead of renting the meeting rooms. Dr. Bartlett suggested the word “secure” be removed. Study rooms will accommodate up to four people. Ms. Gualano motioned to amend the General Rules and Regulations policy to include a prohibition against groups over six people meeting in general open library spaces. Mr. Gardner seconded the motion. Motioned passed unanimously by the Board of Trustees.

b. Annual Budgets (BOT Vote Requested) –

i. General with Request for Security Guard - 01 Budget has an increase of 5%.

Large portion is due to technology requests and new items – Communico is a large ticketed item (brochure passed around which describes many functions offered). Cost - \$10k yearly. Hoover, Homewood and Mountain Brook also use this program. In addition to the General Fund increase, we have also included the justification for a security officer placed at the library due to many recent instances occurring with patrons. Compensation for the officer is required to be placed in a separate budget. Full time security officer hours 11a-8p, no uniform. Job description – general library functions. Security officer would not have authority to place anyone under arrest; they will not carry firearms. Mayor Curry stated that the officers should have the ability to escort violent patrons off the premises. Mayor mentioned Parks & Rec should include, in their 2019 budget, clearing the natural habitat in the rear of the library along the trails. Dr. Bartlett made one adjustment to the job description of the security officer under Section C – instead of “Walk staff and or patrons to their car”. Change to “By Request”. Dr. Bartlett suggested a vote be made on all annual budgets at one time.

ii. Fund 13/Donations – discussion on projected revenues for the upcoming year and special projects such as continuing landscaping for the rear of the library. Special item vending machine for makerspace – this item was included in grant. Should grant request is not approved, this item would be included in budget. Ms. Tucker stated that due to the anticipated decrease in fines, the Fund 13 budget is smaller than usual. Increases in passports and meeting room usage, but because library directors have voted to allow automatic renewals, for patron materials, we will continue to see a decrease in fines. Ms. Tucker withdrew the projected budget, took out the items unused and placed the funds in 01 and Capital budgets.

iii. Capital – projected for the next five fiscal years beginning Fiscal year 2019 (Oct 2018-Sept 2019) to 2023. Mr. Downes, City Manager had requested all departments submit a five-year fiscal year budget. Landscaping for the rear of the library will be taken out of Capital budget instead of Fund 13. Other key items are; resurfacing parking lot (\$15k), purchasing a new SANS storage area network – Dell currently maintains, replacing security cameras (\$38k). This pushes out throughout the five-year budget plan. Dr. Bartlett questioned the \$135k expense to remove mold from building. Ms. Tucker stated this amount will increase in 2020. Estimated in 2016 at \$120k. Mr. Gardner asked would it be possible to replace certain materials with molding resistant materials. Ms. Tucker stated it would be replaced in 2020. Mr. Gardner questioned the timetable of the parking lot resurfacing. Mr. Tackett stated resurfacing would be an issue in 2023 due to the irrigation system and the location of the library. Promethean boards will be replaced with Aqueous. Mr. Gardner motioned to approve the General, Fund 13 and Capital budgets. Ms. Gualano seconded the motion. Motion passed.

VIII. Committee Reports – No reports

IX. Foundation Reports – Ms. Johnson

Reaching out to community for donations (\$5k/larger). No date set for next meeting. Junior Board working hard within community. Mr. Tackett mentioned the Junior Board was a major contributor in helping with summer reading. Visit Zoe’s Vestavia on

Thursday, June 26 –a percentage of all sales will be donated to the Junior Board.

X. Friends Report – Ms. Tucker

New chairs - Ms. Andi Preston, President and Ms. Elise Bodenheimer, VP very energetic, will need guidance. Attended “Rebuilding Your Friends” during ALA and will share – hopefully, this will broaden and attract new members.

XI. Informational Items – Mr. Tackett

a. **2018-2019 State Aid Allocation.** Slight increase - \$0.93/per person received from the State, totaling \$32,059.84. Most of that total is used to pay fees to JCLC. Funds located in Fund 12.

b. **Healthy Vending 1st Quarter Commission** – change of ownership. Commission remains around \$100.

XII. Adjournment

The next Board of Trustee meeting is scheduled for Tuesday, July 24 2018. The BOT meeting was adjourned at 5:09 p.m.