



VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY
Mayor

TANEISHA YOUNG TUCKER
Library Director

Library Board of Trustees Special Call Meeting Agenda Wednesday, October 7, 2020 4:00 pm

- I. Call to Order – Larry Cochran, Chair**
- II. Approval of Today’s Agenda**
- III. Approval of the Minutes from Wednesday, August 26, 2020**
- IV. Unfinished Business**
 - a. JCLC Libraries COVID-19 Update and Discussion**
 - b. APLS State Aid Appeal**
 - c. Qualifications for Library BOT Candidates**
- V. Adjournment – Date for Next Meeting: October 28, 2020 at 3:30 pm**

Library Board Meeting Minutes August 26, 2020

I. Call to Order – Larry Cochran, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session (remotely in teleconference) on Wednesday, August 26, 2020, at 3:03 pm.

**Present: Mr. Larry Cochran – Chair
Ms. Ashley Hicks – Vice Chair
Mr. Kevin Archer – Member
Mr. Greg Laughlin – Member
Ms. April MacLennan – Member
Dr. Jimmy Bartlett – Board Emeritus
Ms. Andi Preston – Friends Chair
Ms. Taneisha Tucker – Library Director
Mr. Daniel Tackett – Deputy Director
Ms. Loraine Ward – Administrative Assistant
Ms. Eden Anderson – Recorder**

**Absent: Mayor Ashley Curry – City Liaison
Mr. Jeff Downes – City Manager
Ms. June Clark – Foundation Chair
Ms. Elise Bodenheimer – Friends Co-Chair**

II. Approval of Today's Agenda

Ms. Tucker amended the agenda, adding item f., Board of Education Request, to New Business. Mr. Laughlin motioned to approve the amended August 26, 2020 agenda. Mr. Archer seconded the motion. The amended agenda for today's meeting was unanimously approved.

III. Approval of Minutes from Wednesday, July 29, 2020

Ms. MacLennan motioned to approve minutes from the July 29, 2020 meeting. Mr. Laughlin seconded the motion. The BOT minutes from July 29, 2020, were unanimously approved.

IV. Director's Report – Taneisha Tucker, Library Director

Located in the Board packet.

V. Library Board Packet Items

- a. **News Articles and Correspondence**
Included in the packet.
- b. **Monthly Statistical Report**
Included in the packet. While website visits have dropped, Ms. Tucker pointed out that in July there is less traffic in the library overall because patrons are traveling.
- c. **Detailed Statistics Worksheet**
Included in the packet.
- d. **July Curbside Pickup Tally**
Included in the packet. Curbside tally decreased by 146 patrons.

e. Bank Statement

Included in the packet.

f. Monthly Budget Report

Included in the packet.

g. Balance Sheets, Fund 12, and Fund 13

Included in the packet.

VI. Unfinished Business

a. Bylaws of the Library Board of Trustees- Update and Vote

Continuation of the discussion from the previous Board meeting. The bylaws were updated to reflect the edits submitted by Dr. Bartlett. Ms. MacLennan motioned to approve the Library Board of Trustees' bylaws, and Mr. Archer seconded the motion. The bylaws were unanimously approved.

b. JCLC Libraries COVID-19 Update and Discussion

Included in the Director's notes. Ms. Tucker spoke with Hoover Library and found that their current daily total of patrons is 400-450 per day compared to the 1200-1500 patrons per day they saw before the pandemic. Mountain Brook Library has 20-30 patrons a day. Birmingham Public Library has furloughed all of their employees. Homewood Library will open October 1 upon completion of building renovations. Trussville Library will open on September 8.

The Board considered several factors regarding setting a reopening date. Capital budget approvals will affect the Library's reopening. The City approved exterior wood treatment and mold abatement along with replacing the carpet on the Library's lower level with luxury vinyl tile. The outdoor work and new flooring cannot occur until after the beginning of the fiscal year, October 1. The work will be extensive, and a bid will be required for the outdoor work.

The library has received complaints from a few patrons who want to come into the facility and browse. Patrons may browse our online catalog and bookshelf and request materials via curbside service. Patrons cannot use study rooms at this time; the rooms will not immediately be available when the Library opens to the public. Statistics show that patrons have successfully taken advantage of curbside service, electronic resources, wireless internet, online programming, etc. Patrons are effectively being served while allowing staff to remain safe. Staff members are working hard, filling holds for curbside, filming program videos, hosting digital programs on Zoom, and finishing projects around the facility.

There are operational and staffing concerns to address before reopening. A second staff member recently tested positive for COVID-19, and all staff members in that department were impacted. Testing for staff has improved due to recent access to rapid tests. We have begun cross-training in the Circulation Department in case a member of the Circulation staff becomes infected. Two staff members have resigned, and their positions are currently unfilled.

Latchkey children frequent the Library daily. Children who would typically come to the Library for extended time periods after school, will not be unable to remain in the Library for more than an hour. The middle and high schools' current schedule is varied, making it possible for those students who are out of class to come to the Library.

COVID-19 cases in Jefferson County remain high and may go higher with the recent opening of schools and the upcoming Labor Day holiday. If the library opens at this time, it would likely close again for a short time due to construction or COVID-19. The Board believes it is in the Library's patrons and staff's best interest to remain closed.

VII. New Business

a. Budget Hearing Highlights

Included in the packet. Capital projects, including the flooring replacement and outdoor mold removal, were granted and will begin after October 1. In addition, the Library's HVAC system has a problem that will be addressed before the end of this year's budget.

b. Storage Area Network

The Board voted last fiscal year to purchase a new SAN, however, the company tasked to replace the old system has gone out of business due to the pandemic. The Library located a new company to handle the replacement project, as suggested by Greg Jones, who installed the Library's technology and is a member of the Foundation. Because the project's cost exceeds \$15,000, it will go out for bid. The installation will require all of the Library's computers to shut down for a couple of days, and we are hoping to get the installation finished before opening to the public.

c. Long-Range Plan

APLS has suggested the Library wait until 2021 to submit an updated long-range plan. It was initially due in October 2020.

d. 2021 Holidays and Staff Meeting Dates – Vote

Mr. Laughlin motioned to approve both the holiday schedule and staff meeting schedule, as presented in the packet. Ms. Hicks seconded the motion. The 2021 holiday and staff meeting schedules were unanimously approved.

e. LIVE-brarians! – Daniel Tackett

The LIVE-brarian service enables patrons to chat live with our librarians via Skype. Staff can give face-to-face advice on projects and answer general questions, which patrons have expressed they miss since the Library's closure. To access LIVE-brarian, a patron must visit the LIVE-brarian page on our website, click the link to the corresponding department they would like to video chat with, and wait for a librarian to answer their call. Skype is the most accessible video chat service to use because it comes preloaded on most devices. Skype also offers shared screen capabilities.

f. Board of Education Request

The Board of Education requested wall space in the Library to celebrate teachers' accomplishments via a permanent wall display. The Board considered the request and

decided not to grant it. First, there is not wall space to accommodate the plaques. Second, allowing this would set a precedent that could not be granted to other organizations. Third, the plaques would not be Library related. No motion was made to allow the Board of Education to place a plaque in a prominent place in the Library.

VIII. Committee Reports – Ms. Tucker

Ms. Tucker thanked Ms. MacLennan and Mr. Archer for attending the budget hearing for the Library. The hearing went well, capital projects were granted, and the staff will receive merit increases and longevity this year.

IX. Foundation Report- Ms. MacLennan

Ms. MacLennan reported on behalf of June Clark. The Foundation has not met since February due to COVID-19, work demands, and school schedules. They hope to meet in either September or October to discuss preparing a financial statement for the Board and the proposal of an end-of-the-year fundraising campaign. The year-to-date balance of the money market is about \$51,835, and the balance of the checking account is about \$28,294. Ms. Clark wants to shift these funds into a CD to yield more interest. The Foundation will revisit their recruitment practices in hopes of recruiting new members. Ms. Tucker would like to collaborate with the Foundation to send out an end-of-the-year mailer in November.

X. Friends Report – Ms. Preston

Nothing to report.

XI. Informational Items

Ms. Hicks will roll off the Board in December. A list of qualifications for new Board members will be sent to the Board for updates.

XII. Adjournment

The BOT meeting was adjourned at 4:19 pm. The next BOT meeting is Wednesday, October 28, 2020, at 3:30 pm.

Taneisha Tucker

Update to the Library Board of Trustees

September 25, 2020 (Updated October 2, 2020)

This report details the status of Vestavia Hills Library in relation to the Jefferson County Library Cooperative, the over the mountain libraries, and the schools in Vestavia Hills School System. Also included is information highlighting the library’s renovation and repairs, proposed details for reopening, PPE, and information about recent library happenings. These items are being presented to update and assist you with future decisions regarding the reopening of the VHLLF.

Status of JCLC Libraries: There are 41 libraries in the Jefferson County Library Cooperative. Below is the status of operations for each.

Library	Open	Scheduled to Open	Closed with Curbside Service	Closed	Notes / Special Hours / Date to Open
Adamsville	X				Regular Hours
Bessemer	X				M-F, 9-2
BPL Central		X			October 12
BPL Regionals (4)			X		One day per week.
BPL Branches (14)				X	Closed indefinitely.
Botanical Gardens			X		M-F, 8-4
Center Point	X				Regular Hours
Clay	X				Regular Hours
Fairfield	X				M-F, 10-2
Fultondale			X		M-F, 8-4
Gardendale	X				Regular Hours
Graysville	X				Regular Hours
Homewood		X			October 7, M-S, 10-2
Hoover	X				M-Sat, 9-5:30
Hueytown		X			October 12
Irondale			X		M-Th, 10-5:30 & F, 10-1
Leeds		X			October 5
Midfield				X	Closed indefinitely.
Mountain Brook	X				M-Sat, 10-2
Pinson		X			October 5
Pleasant Grove	X				Regular Hours
Tarrant	X				M-F, 9-11 browsing, 10-1 curbside
Trussville	X				M-F 10-5
Vestavia Hills			X		M-Sat, 10-6
Warrior	X				Regular Hours

Updated Statistics Overview: Below are the comparative circulation statistics for the four over the mountain libraries. In-house circulation for Vestavia Hills has declined while digital collections have increased.

Sierra/In House Collections					
Library Branch	June	July	August	September	Total by Library
Hoover	43819	42785	66664	73604	226872
Homewood	15889	19613	27840	27209	90551
Mountain Brook	16976	17542	21800	22074	78392
Vestavia Hills	14769	13299	12275	11694	52037
Total	91453	93239	128579	134581	447852

Overdrive Digital Collections					
Library Branch	June	July	August	September	Total by Library
Hoover	16342	16909	16517	15949	65717
Homewood	5700	5574	6258	5083	22615
Mountain Brook	4363	6664	6226	6003	23256
Vestavia Hills	8427	8436	7739	7241	31843
Total	34832	37583	36740	34276	143431

In House + Digital Circulation					
Library Branch	June	July	August	September	Total by Library
Hoover	60161	59694	83181	89553	292589
Homewood	21589	25187	34098	32292	113166
Mountain Brook	21339	24206	28026	28077	101648
Vestavia Hills	23196	21735	20014	18935	83880
Total	126285	130822	165319	168857	591283

School System Overview: Below is the status of neighboring schools. Based on these details, only 9th graders from Vestavia Hills High would be able to walk to the library. The elementary and middle school aged children would require carpool.

School	Status
Pizitz Middle	Grades 6-8 - Relocated to the former Berry campus on Columbiana Road. The school is now Vestavia Hills High's 9 th grade campus.
VH Elementary Central	Grades 4-5 - Closed permanently.
VH Elementary East	Grades K-5 - Library not within walking distance.
VH Elementary West	Grades K-5 - There are 85 students registered as walkers. To be a walker, the student and parent/guardian must sign a contract stating that: <ol style="list-style-type: none"> a. The student lives within 2 blocks of the elementary school campus. The school verifies their address. b. The student will NOT, under any circumstances, cross Highway 31 upon leaving the campus. To assure student safety, VHPD SROs escort the students to the rear of the parking lot and monitor them to be sure they walk into the neighborhood behind VHEW and do not walk toward Highway 31.

Library Renovations Updates and Repairs:

- **HVAC Repair:** Approved by City Council on September 14, 2020 and scheduled for repair on Tuesday, September 29, 2020 with Trane.
- **Upholstery:** All the Adult Services Department fabric chairs are in the process of being reupholstered along with two ottomans and 16 chairs from the Teen Department.

Once the 2020/2021 capital improvements budget is approved, the library will move ahead with:

- **Flooring:** It is estimated that it will take about two weeks to receive the order and another to complete the work. The following spaces will receive the updates: Teen Department, Children's Department, Elevator, Treehouse, and open Art Wall area.
- **Flooring Update:** Daniel and I met with the installers on Friday, October 02, 2020 who presented the following timeline:

October 8	Materials arrive and begin carpet removal
October 9-12	Install flooring in teen, tree house and art display areas
October 12-14	Restore Teen Dept. and clear items from Children's Dept.
October 15-17	Install flooring in Children's Dept. and workroom
October 19-22	Restore Children's Dept.

- **Mold Abatement:**
 - In June, I contacted and met with Anthony Manzi of Spectrum Solutions regarding an updated proposal. Mr. Manzi contacted me on Monday stating that Spectrum will submit a proposal after a new chemical is tested on a spot on the library.
 - I contacted **Steve Reeves**, the architect who designed the building, to discuss retaining him to create the bid specifications for the mold remediation issue. During the conversation, Mr. Reeves also discussed removing the wood and replacing it with a weatherproof material that would last and not require future treatment. I requested that Ms. Reeves submit a proposal to the Library Board by November 2020. It is likely that completion of this project will take place during the 2021/2022 budget year.

Tentative Details / Recommendations for Reopening:

- Soft opening immediately following the completion of the flooring if approved.
- Meeting and study rooms will remain closed.
- Passports and notary service will be available by appointment.
- Proctoring will not be available at this time.
- **Staff is limited in their ability to assist patrons on the computers due to social distancing guidelines. Please bring someone with you to assist whenever possible.**
- Hours of operation: **Monday – Saturday, 9am – 2pm (30 hours per week to begin).**
- Limited access and no tables or seating; 30 patron limit per hour
- Patrons will be permitted to browse for up to one hour per day.
- Continue curbside service Monday – Saturday, 10 am – 6 pm.
- Face coverings are required per county and state orders. If face covering requirements are rescinded, the BOT reserves the right to close the facility.
- Sanitize hands **when entering the facility.**
- Maintain a 6-foot distance from others.
- No cash transactions accepted. Credit card only.
- Donations to the bookstore will not be accepted at this time.
- Place all returned items in book drops. Staff will not accept materials at the circulation desk.

Personnel and Staffing

- Request to fill 3 vacant part-time positions before or by December 01, 2020.
- There are two full-time staff members working from home part-time and two in the facility with known pre-existing conditions.

Personal Protective Equipment

- PPE (wipes, disinfectant, bleach, gloves, sanitizer, disposable masks), is available for staff and patrons and will last from two to six months. Due to the fiscal year's end, we cancelled all backorders. After October 1, we will order additional items.
- All public service desks have been fitted with Plexiglas shields.

- Ten sanitizing stations are in visible areas throughout the facility.

Birmingham Public Library, JCLC and Services to VHLF

- Birmingham Public Library (BPL) is the headquarters for the Jefferson County Library Cooperative. BPL recently furloughed 158 of their 211 employees, leaving them with 53 staff members. As a result, 14 branch libraries will close, the regional libraries will be open one day a week and Central Library will be open for business.
- JCLC offices are housed at Central Library along with their page room which serves as the hub where all items are delivered and reassigned via the JCLC courier system.
- JCLC has taken steps to temporarily remain in the Central Library building but plans are underway to move when possible. This will require some sort of warehouse for sorting library materials for all libraries.
- BPL's closures will not impact JCLC services at this time. Directors met on Thursday and implemented a plan through December 31, 2020. Before that time, we will meet again and evaluate what will need to be done for 2021.

Alabama Public Library Service (APLS) State Aid Appeal/Waiver

- I completed and submitted an appeal to APLS on September 29, 2020. Completing the appeal will allow the library to qualify for state aid while the facility is closed to the public.
- The appeal is mandatory if the library is not open the minimum number of hours per APLS guidelines. The number of hours required is based on the population of the city the library serves.
- Minimum hours required (population served)
 - 50 (over 100,000)
 - 45 (50,000-100,000)
 - 40 (25,000-49,999) Vestavia Hills has almost 35,000 citizens.**
 - 30 (10,000-24,999)
 - 20 (5,000-9,999)
 - 16 (under 5,000)

APLS STATE AID APPEAL FORM

See instructions on reverse side.

Library Name: Vestavia Hills Library in the Forest	Street Address: 1221 Montgomery Highway	P.O. Box (if applicable):
City and Zip: Vestavia Hills, AL 35216	Phone Number: (205) 978 - 0161	System Name (if applicable): Jefferson County Library Cooperative

A. FISCAL YEAR FOR WHICH A WAIVER IS BEING REQUESTED:

Fiscal Year: 2020

B. RULE INFORMATION:

State Aid Rule Number: 520-2-2-03 (5)
(Complete applicable rule number in box provided.)

Reason for non-compliance: The Vestavia Hills Library in the Forest closed to the public on March 14, 2020 due to the threat of COVID-19. As the number of cases in Alabama continued to increase, the Library Board of Trustees voted to offer digital and curbside service only until further notice. Curbside service begin on June 1, 2020 and has continued with service being offered for 48 hours per week. In addition, the library building is undergoing minor renovations that will be complete by November 2020.
(Give a detailed description for why a waiver is being requested.)

Plans for corrective action: Plans are underway to reopen the facility to the public once renovations are complete.
(Give a detailed description of how the problem will be resolved.)

C. WAIVERS OF LOCAL APPROPRIATIONS [RULE 520-2-2-.04]:

Previous fiscal year local appropriation: \$

Current fiscal year local appropriation: \$

Difference: \$

Signature of Library Director

Date

MAIL TO: State Aid Appeal; Alabama Public Library Service; 6030 Monticello Drive; Montgomery, AL 36130

Desirable Qualifications for Vestavia Hills Library in the Forest Board Applicants

In addition to the qualifications listed below, candidates with Vestavia Hills community relations, marketing, legal or fundraising expertise are encouraged to apply.

Interest in the Library and its services; knowledge of the Library and community, their needs, and diversity; active with groups or organizations within the community; a general understanding of the social and economic conditions of the City.

Support for the Library's contemporary mission and the ability to communicate it to the public.

Awareness and understanding of the Library's role in the community as the center for education, enrichment, empowerment, and entertainment.

Willingness to devote up to 10 hours per month for the purpose of carrying out the duties of trusteeship; must be able to regularly attend meetings of the Board, represent the Library at meetings and public functions, serve as an advocate for Library services for the community, and have excellent communication skills and ability to relate to the public.

Ability to think and plan creatively, to question objectively, and to effectively support the strategic plan of the Library.

Skill in establishing policies for the successful and efficient operation of the Library.

Sound judgement, a sense of fiscal responsibility and community awareness.

An open mind, intellectual curiosity, and respect for the opinions of others; ability to work well with others, including fellow board members, the library director and staff, City government and the public.

Although not required, past service as a board member or similar position having fiduciary responsibilities is highly desirable.

Adapted from *The Library Trustee – A Practical Guidebook*, fifth edition, Virginia G. Young, ALA 1995 and *Public Library Trustee Handbook*, Revised third edition, Ida Patton and Wayne Modlin, LVA 2005.

Adapted from <http://www.statelibraryofiowa.org/ld/t-z/Trustees/gov/job>