

**FAIRHOPE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULARLY SCHEDULED MEETING MONDAY APRIL 19, 2021**

**FAIRHOPE PUBLIC LIBRARY GIDDENS CONFERENCE ROOM**

**CALL ED TO ORDER at 3:31PM by Chairman Martin Lanaux.**

**ATTENDANCE:** Chairman Martin Lanaux. Vice Chairman Dan Stankoski. Secretary Carol Wilson. Trustee Anne Johnson. Trustee Randal Wright. City of Fairhope Liaison Jimmy Conyers. Library Director Tamara Dean.

**Hand Out Distribution:** Agenda. Fairhope Public Library Strategic Plan 2021-2026, Revised. Short Takes for Trustees: Board Ethics & Library Advocacy. Proposal for Returning to Full Library Services & Programming. Strategic Plan Email of April 17, 2021 communication from Foundation Director Charles Wilson to Foundation Directors Jim Smith and Martin Lanaux. Trustee Meeting Binders. Binder is available before and after Board meeting for Trustee review.

**APPROVAL OF MINUTES:** Secretary Wilson moved to approve the minutes of August 17, 2020, February 15, 2021 and March 5, 2021 Special Called Meeting. Chairman Lanaux provided second. Passed unanimously. There being no quorum at the regularly scheduled meeting of December 7, 2020 Meeting, no minutes were taken.

**MONTHLY STATISTICAL REPORT:** Library Director provided the following information: binge boxes, teen books, easy readers, juvenile graphics are very popular. Eighty (80) new library cards issued. Non-live virtual programs: over 1,000. Over 9,000 patron walk-ins. Trustee Johnson moved Secretary Wilson provided second to accept Monthly Statistical Reports of February 2021 and March 2021. Passed unanimously.

**EMPLOYEE REPORT:** Library Director provided that there is a new assistant to the Director. Youth Services Department Head Genie Jones retired and replacement sought. Vice Chairman Stankoski moved and Trustee Johnson provided second to accept Employee Reports of February 2021 and March 2021. Passed unanimously.

**FINANCIAL STATEMENTS of February 2021 & March 2021.** Trustee Wright moved to accept Financial Statements of February 2021 and March 2021. Vice Chairman Stankoski provided second. Passed unanimously.

**NEW BUSINESS**

**MOTT MCDONALD ANNE BROOK: PROPOSED SECOND FLOOR BUILD OUT PROJECT:** Mott MacDonald 107 Saint Francis Street, Suite 2900, Mobile, AL 36602 was contracted for services. Ann Brooks ASID, RID, NCIDQ Certified Interior Designer, provided presentation of proposed build out of Library second floor.

Fairhope Public Library Foundation generously provided the funds for the Proposed Plan of Library Second Floor Build Out Project. Trustee Johnson moved to accept the Proposed Plan for the Library Second Floor Build Out Project. Trustee Wright provided second. Discussion. Passed unanimously.

**SHORT TAKES FOR TRUSTEES: SESSIONS 1 & 2 COMPLETED.** Following review, Secretary Wilson moved to consider adding indemnification language in the Bylaws of the Board of Trustees of the Fairhope Public Library City of Fairhope. Vice Chairman Dan Stankoski provided second. Passed unanimously. At the next regularly scheduled meeting of the Board of Trustees, the Secretary will present indemnification language for the Board of Trustees to consider. Director will email link for Short Takes Sessions 3 & 4: Board Ethics and Library Advocacy.

**STRATEGIC PLAN 2021-2026, Revised.** Email of Charles Wilson, spouse of Secretary Wilson, was distributed by Chairman Lanaux and reviewed by Board. Secretary Wilson recused herself from consideration to accept proposed Strategic Plan 2021-2026, Revised and provided commentary that Charles Wilson has been involved in strategic planning for financial institutions for over 25 years. Vice Chairman Stankoski moved to accept the STRATEGIC PLAN 2021-2026, Revised, as written. Trustee Wright: provided second. Secretary Wilson: recused herself from the vote. Motion passed: four Trustees voting in affirmative. Chairman Lanaux moved that the Strategic Plan 2021-2026, Revised shall be a regular agenda item for each meeting of the Board of Trustees and shall be reviewed and updated as appropriate and submitted to ALEA, as appropriate. Vice Chairman Stankoski provided second. Passed by all Trustees unanimously.

It was agreed by the Board of Trustees that, in preparation for Regularly Scheduled Board Meetings and Special Called Board Meetings, that the Director shall send out by email to the Board of Trustees, well in advance, all reports, proposals, and submissions for timely preview and consideration.

**PROPOSAL FOR RETURNING TO FULL LIBRARY SERVICES & PROGRAMMING:** Hand out distributed for consideration. Trustee Wright moved accept proposal for return to full services. Chairman Lanaux: second. Discussion. Passed unanimously.

**PATRON CARD APPLICATION:** consideration was given to place on the Patron Card Application boxes to check if a Patron would like to receive information from the Fairhope Public Library Foundation and Friends of the Fairhope Public Library. It was agreed that brochures of the Fairhope Public Library Foundation and Friends of the Fairhope Public Library shall be provided to patrons at time of application. Both organizations shall provide said brochures to library staff for distribution.

**FAIRHOPE PUBLIC LIBRARY FOUNDATION UPDATE:** no update provided.

**FRIENDS OF FAIRHOPE PUBLIC LIBRARY UPDATE:** no update provided. **MEMORIAL PAVERS PROJECT** in consideration.

**ARTICLES OF INCORPORATION UPDATE:** the Library, to date, does not have Articles of Incorporation filed with the Alabama Secretary of State. Library Director shall move with all due speed to determine

if the City of Fairhope Attorney may provide legal or if the Fairhope Public Library shall need to hire an attorney for legal services.

**BUDGET 2021:** City of Fairhope Liaison Jimmy Conyers provided clarification that the City of Fairhope will continue to provide funding of the Library as the 2021 City of Fairhope Budget permits. Further, Liaison Conyers encouraged the Board of Trustees to use existing Library funds for library needs and projects, when possible. Secretary Wilson provided information that the Board of Trustees approved a two percent raise for library employees with funds used from the Library Operating Account. Liaison Conyers further suggested to the Trustees that for the 2022 Proposed Library Budget, the Board of Trustees consider determining an appropriate amount of reserve funding (a “cushion”) and make a further determination of the amount of funding necessary for the Proposed Build Out of the Second Floor Project.

**ELECTION OF OFFICERS:** Chairman Lanaux announced he will not seek re-election as Chairman for the 2021-2022 term and further advised that he will serve the Board of Trustees until September 30, 2021, completing sixteen years of service to the Fairhope Public Library. Chairman Lanaux moved to nominate Trustee Anne Johnson as 2021-2022 Chairman. Secretary Wilson provided second. Trustee Johnson graciously accepted the nomination as Chairman. Passed unanimously.

**Vice Chairman:** Trustee Wright moved to nominate Vice Chairman Dan Stankoski for another term as 2021-2022 Vice- Chairman. Chairman Lanaux provided second. Vice Chairman Stankoski graciously accepted the nomination. Passed unanimously.

**Secretary:** Secretary Wilson provided her willingness-to-serve as Secretary 2021-2022. Chairman Lanaux moved to nominate Secretary Wilson. Second provided. Passed unanimously.

#### **OLD BUSINESS**

**GENIE JONES RETIREMENT GIFT** was presented.

**NEXT CALLED MEETING:** JUNE 21, 2021. 4PM.

Chairman Lanaux moved to adjourn the meeting. Trustee Johnson provided second. Passed unanimously. Meeting adjourned 5:30PM.