



FAIRHOPE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULARLY SCHEDULED MEETING MONDAY FEBRUARY 15, 2021

FAIRHOPE PUBLIC LIBRARY GIDDENS CONFERENCE ROOM

Call To Order

The meeting was called to order by Chairman Lanaux at 4:00PM CST.

Attendance: Martin Lanaux , Chairman. Dan Stankoski , Vice Chairman. Carol Wilson , Secretary. Ann Johnson, Trustee. Randal Wright, Trustee. Jimmy Conyers, City Council Liaison, Absent. Tamara Dean, Fairhope Public Library, Director. Quorum met.

2020- 2021 Chairman Martin Lanaux, Vice Chairman Dan Stankoski and Secretary Carol Wilson duly seated.

Agenda

Distributed and accepted as presented. (See attached).

Approval of Minutes

Fiscal Year 2019-2020 Regularly Scheduled Meeting of August 17, 2020: minutes tabled pending approval.

Fiscal Year 2020-2021 Regularly Scheduled Meeting December 7, 2020: NO QUORUM. (See Meeting Notes attached.)

Reports

Director provided contact information for Fairhope Public Library Board of Trustees 2020-2021. (See attached).

Monthly Statistical Report (New Format as of October 2020) Trustee Wright: Moved to Accept. Secretary Wilson: Second. Unanimous.

Employee Report: Secretary Wilson Moved to Accept. Vice Chairman Stankoski: Second. Unanimous.

Financial Statement: Tier 2 effective Fiscal Year October 1, 2020. Trustee Johnson: Moved to Accept.
Vice Chairman Stankoski: Second. Unanimous.

Director Dean provided information on the "Fairhope Library Virtual Programming Survey", (see attached) and currently underway as well as current library virtual programs offered. Due to COVID restrictions, all programming is now virtual conducted through live (zoom) programs and offered with non-live (recorded) and stored YouTube recordings. Clients may stay informed through library website & library's Facebook page. Instagram soon to be available.

Director provided handouts: "Circulation at Fairhope Public Library", "Virtual Program Attendance", "Patron Visits", "Recent Comments", "Overdrive/Libby E-Books" and "WiFi Sessions". (See attached).

Communications

Unfinished Business

Second Floor Project: Review of the Mott MacDonald Revised Proposal for Interior Design Services for Fairhope Public Library Renovations, dated February 5, 2021, (see attached), was conducted. The Board of Trustees was informed that the proposal did not need an additional bid for consideration as the proposal came in under \$15,000.00. Additionally, the Board of Trustees was informed that Mott MacDonald was the preferred provider for services, determined previously by the Board of Trustees. Trustee Johnson moved to sign the proposal. Vice Chairman Stankoski provided second. Unanimous. Said document was signed in the presence of the Board of Trustees by Chairman Lanaux. (See attached).

Personnel Changes (new employees): Maureen (Mo) Schwer is Administrative Assistant. Derise Smith is in Circulation Department.

Library Articles of Incorporation: Director will contact City Attorney for status update.

Literary Landmark: COVID restrictions have thwarted event planning. 2021 Honoree: Betty Joe Wolff.

Library COVID Phase Two Restrictions: implemented Monday, June 22, 2020 and continue adherence. Curb side service continues to be offered/provided.

Five Year Strategic Plan 2021-2026: completion underway and plan to be submitted at next regularly scheduled meeting of the Board of Trustees.

BYLAWS of The Board of Trustees of Fairhope Public Library, Revised May, 2016. Edited April, 2019. Chairman Lanaux moved to rescind January 22, 2020 motion to revise Bylaws of the Board of Trustees of Fairhope Public Library, Section IV.(1) *Regular Meetings*. Vice Chairman Stankoski provided second. Discussion. Unanimous. Bylaw Section IV.(1) *Regular Meetings* remains intact and continues to state that "The Board of Trustees of the Fairhope Public Library shall meet monthly, with a minimum of six (6) meetings to be held each year. Regular meetings shall be held the third Monday of every month at 5P.M. in the library or at such other time and place as the Board may determine."

New Business

Short Takes for Trustees Training: Trustee Wright moved that Director shall send links for Trustees Training to Trustees for home viewing. Discussion of training video to take place at next scheduled Trustees Meeting. Carol Wilson: Second. Unanimous.

2021 Library Budget: Vice Chairman Stankoski made the following motion: that in keeping with City of Fairhope 2021 Budget which includes a two percent increase in City employee salary, and, in order for Fairhope Public Library employees to receive a likeminded two percent (2%) salary increase, the Library Director shall create and submit a 2021 Fairhope Public Library Supplemental Budget to City of Fairhope for consideration. Trustee Wright: Second. Unanimous.

Circulation/IT Department: New job description/position created for Circulation Department Head/IT Specialist. Employee Rob Gourlay moves into this new position. New job description with "exempt" position status provides assistance for Circulation Department Head/IT Specialist. Employee, Lisa Havard, moves into this position. Chairman Lanaux, on behalf of the Board of Trustees, extended congratulations to Rob Gourlay and Lisa Harvard upon their new positions and thanked Library Director Dean for creatively resolving concerns.

Genie Jones Retirement: it was agreed that in order to acknowledge the distinguished eleven year service and retirement of employee, Genie Jones, that Trustee Wright shall, on behalf of the Board of Trustees, create a retirement gift and shall be presented to Ms. Jones at the appropriate time of retirement.

Friends' Fundraising Project: Trustee Wright informed the Board that the fundraising event, 2021 Champagne and Chocolate, will not be held due to 2021 COVID restrictions. Trustee Wright informed the Board that, instead, a different fundraising project is being considered and is in the exploratory phase; that is, for a suggested donation, a memorial 8" by 8" inscriptive paver may be installed in an approved and appropriate location at the front public entrance area of the library building.

Secretary Wilson moved that the Board of Trustees has no objection to the Friends of the Library moving forward to consider and explore the possibilities of their 2021 fundraising project, specifically, to consider installing 8" by 8" memorial pavers in an appropriate, approved, location in the front public entrance area of the Fairhope Public Library. Trustee Johnson: Second. Unanimous.

Adjournment

Next Regularly Scheduled Meetings for Fiscal Year 2020-2021: April 19. June 21. August 16.

Secretary Wilson moved to adjourn the meeting. Vice Chairman Stankoski provided second. Unanimous. Meeting adjourned at 5:21PM CST.

