

**Minutes of Meeting: Fairhope Public Library Board of Trustees**  
**Monday, January 20, 2014**

The meeting was held in Fairhope Public Library's upstairs conference room and was called to order at 6:00 p.m. sharp, by Martin Lanaux. Others in attendance were Cecil Christenberry, Molly Peterson, Carson Nicolson, Freida Ward, Councilwoman Diana Brewer, Susan Diemert - Technical Services Librarian, and Tamara Dean – Library Director. As there was no meeting in December 2013, there were no minutes to review.

**Reports:**

Library director, Tamara Dean, gave a review of the Library employee, statistical, and financial reports. There were comparisons were noted between the current month's stats and those of a year prior. Regarding the employees' report, Tamara remarked that FMLA leave for Julia Gray had been extended. She also noted that a new employee, Lisa Havard, was working as a shelver. After review by those present, the three reports were accepted as presented.

**Business:**

Martin presented a letter received from the Fairhope Film Festival committee expressing their appreciation for use of the library and requesting use for the 2014 Festival to be held Nov 6-9. Tamara will follow-up on their request.

Tamara reported that it had been brought to her attention that there was a discrepancy between the current name of the "reading room" and a past newspaper article that indicated that the room would be named after donor, Iris Meinema. It was noted that there could have been confusion because the old periodicals room in the old building was called "the reading room" but that there were two separate spaces with those designations in the new building. After board discussion, it was agreed that Tamara would consult with Board members, Capital Campaign members, or Building Committee members who were in place during construction to try to resolve this request. If agreeable with parties involved, the current Board is willing to name another room in Mrs. Meinema's memory.

Tamara reported that the Zinio (digital magazine) subscription had been activated. She also noted that she was going to purchase a 1 year subscription of Mango, a language learning software, estimated to cost \$1700.

Tamara reported that the City was contacting some of the sub-contractors for the building to see if they would assume some of the responsibility for the systems that were having continuous problems (leaky roof, HVAC, pavers/trim).

Tamara noted upcoming programs to be held in the library including the Tribute to the Battle of Mobile Bay, to be held in March, and the 4-week series to discuss and watch Shakespearean Plays, to be held in April.

Tamara requested that the library board review some issues regarding a personnel matter.

Tamara provided written notations that she had made regarding the issue as well as a section of the City of Fairhope's personnel manual (Sect. 9 - Discipline). The Board went into executive session to discuss and asked Tamara and Susan to leave during discussion of this delicate matter. After the executive session, the Board requested that Tamara follow the steps detailed in the City's personnel manual (section 9.02), specifically to proceed with a "Written Warning" to be given to and signed by the employee to acknowledge receipt and allow rebuttal by the employee. The Board will review progress on this matter at its next meeting. The Board also agreed that it will review the status of its own personnel manual and annual evaluation process, referring back to correspondences with the City's attorney, Mr. Myrick. Mrs. Brewer and Tamara will seek clarification from the City's Personnel Department about the library's distinction as separate or not from the City's personnel procedures and policies.

With no further business to discuss, the meeting was adjourned at 7:28 p.m.

Respectfully Submitted by: **Molly M. Peterson**