



**Jane B. Holmes  
Helena Public Library  
Board Meeting**

**Meeting Date:** May 8, 2025

**Submitted by:** Ginger Klein, Secretary

**Attendance:** P=Present A=Absent

**Minutes Approved:**

|   |                         |   |                                                 |
|---|-------------------------|---|-------------------------------------------------|
| P | Mr. Brian Peters, Chair | P | Mr. Dan Dearing (Library Director)              |
| P | Mrs. Karen Scott        | P | Mrs. Laura Joseph (City Council Representative) |
| P | Dr. Michelle Wilson     | P | Ms. Nancy Farris                                |
| P | Mrs. Ginger Klein       | P | Ms. Tracy Arnold (Library employee)             |

The meeting was called to order at 4:31pm by Mr. Brian Peters. All board members were present so there was a quorum.

Mr. Peters asked for any corrections or additions to the minutes from the February 27, 2025 meeting. No corrections/additions were noted. A motion was made by Dr. Wilson and seconded by Mrs. Scott to approve the minutes as presented. All board members unanimously voted to approve the minutes from February 27, 2025.

**New Business:**

1. 2025 Summer Reading Presentation:
  - a. Mr. Dearing and Ms. Han gave a presentation regarding the Summer Reading Program which begins on May 27th. The theme for this year is "Color Our World". There will be various prizes based on the reader's grade level and how many books are read this summer. There will also be prize raffles for adult readers who check out books from the library and enter to win.

2. Mr. Dearing provided the Library Report. Key points from his report include:
  - a. Mr. Dearing indicated that the library staff has been busy hosting programs for Read Across America Week, several crafts, Lego fun, a presentation regarding the history of barbecue in Alabama, and a plant swap.
  - b. Mr. Dearing thanked the Helena Beautification Board for planting flowers for the library near the entrance. He also appreciated the energy and fellowship they brought to the plant swap.
  - c. Mr. Dearing highlighted the upcoming events scheduled for May. These include the presentation for the Helena City Council, a publicity push for summer programs, a book sale, and the start of the Summer Reading Program.
  - d. Mr. Dearing stated that the library staff has been working on the display policies. He included revised copies of the policies in our packets and requested that we take them home and review them. He will add the discussion of these policies to the agenda for the next board meeting.
  - e. Mr. Dearing asked Mrs. Joseph for an update on the budget process. She stated that council members will now be present at the meetings with department heads when they present their budgets to the city for approval. This will give them a better understanding of what is needed and why before they vote to approve the city's overall budget. They are hoping to start the meetings in June. The meetings will be held in a public forum, possibly in conjunction with previously scheduled city council work sessions but that hasn't been determined yet. Mrs. Joseph stated that the city is facing a tough budget year, and they will have to dip into reserves in order to meet obligations. She anticipates all departments having to tighten their belts. She praised the library staff for their fiscal responsibility.
3. Mr. Dearing provided the Library Account Report.
  - a. According to the financial statement provided, the total revenue to date is \$39,349.17 with expenses of \$22,102.78 resulting in a bank balance of \$17,246.39. The expenditures included the purchase of books, movies, supplies, and program costs. Income was from grants, fees, state aid, and the city budget. After subtracting the remaining grant funding in the account (\$12,312.12), the discretionary funds total \$4,934.27.
4. Mr. Dearing provided a report on grants.
  - a. The library has received the \$3,000 check from Representative Bedsole and it has already been deposited in the bank. It was previously decided to use these funds to purchase books. However, the board decided to use

the funds to purchase four chairs totaling \$2,520 to replace the dated couch and two chairs.

- b. The library received a request from Representative Paschal to send a proposed project for him to fund. He provided a grant of \$3,500 last time so they were thinking he would be willing to donate a similar amount. The board approved using the funds received to purchase wall shelves totaling \$4,015.95.
- c. After spending \$3,730 of Senator Weaver's \$10,000 grant on tables and books, the remaining \$6,270 had previously been earmarked for the purchase of stations for a StoryWalk. Mr. Dearing reported that the StoryWalk had been put on hold due to difficulty in coordinating installation with city employees from the parks and rec department and the public works department. The library staff had been looking into replacing the tower activity center in the children's department. The cost from Demco is \$1,789. The board decided to use the remaining grant money to purchase the activity center and books.

#### **Old Business:**

- 1. Required Document Review.
  - a. Mr. Peters asked Mrs. Joseph about her suggestion at a previous meeting about tying our existing by-laws to the city's ordinance overseeing boards and committees. Mrs. Joseph stated that our by-laws could be revised to say "refer to Helena Ordinance #880-2021 amended August 26, 2024". It was decided to reserve a chunk of the next board meeting to discuss revisions to the by-laws and the display policies.
- 2. Upcoming Board Meeting Dates.
  - a. The remaining 2025 meetings are scheduled for August 14th and October 16th. The meetings will begin at 4:30pm.
- 3. No one from the public was present, so there were no public comments.

Mr. Peters asked for a motion to adjourn. A motion was made by Ms. Scott to adjourn and was seconded by Ms. Farris. The HPL voted unanimously to adjourn the meeting at 5:27pm.