

Library Advisory Board Meeting- February 13, 2018

The meeting was called to order by Valerie Jensen at 4:05p.m. A quorum was established and those present included board members Heather Puppa, Carolyn Caldwell, Susie Davis, Katie Jackson, and Sarah Kathan. Also present were Assistant County Librarian Annie Vass and County Librarian Valerie Jensen. Those not in attendance were Rhonda LeBlanc and Sam Little.

Board contact list was presented with a few updates.

Minutes of the previous meeting were read. A motion was made by Kathan to accept the minutes with a 2nd by Caldwell.

Old Business:

Comments and concerns from the community – Caldwell spoke about watching Storytime on a Friday and enjoying seeing the kids/parents have fun. Kathan mentioned looking for a certain edition of Consumer Reports magazine, which wasn't available. Jensen said it would be considered to keep those issues longer. Will discuss with staff at the next staff meeting. Davis mentioned that she does not hear anything negative about the library. Puppa was approached by a patron stating the phones aren't answered when called (at Mont Belvieu). Jensen mentioned the ongoing issues with the phones on the west side and that the IT team is aware of it.

New business:

Assistant County Librarian Annie Vass discussed a new policy for the new Do it Yourself (DIY) Collection obtained through grant funds. The policy is in addition to the library's small and large equipment policy and covers loan periods, fines, along with a statement of use and liability. The group discussed concerns with the .25 cents/day late fee and stated it needed to be higher as more of an incentive to return the items. Jackson/Puppa suggested \$1/day and the group agreed that was a fair amount. Pending approval from the County Attorney, the updated policy will be edited and distributed to each branch.

County Librarian Valerie Jensen discussed some changes to the meeting room/key release form. Members suggested to give users an option to return the key the next business day instead of how the form currently states, which is to leave in the outside book drop. The form was updated and given to the branches.

Other business: No other business was on the agenda to discuss.

Librarian's report:

Jensen gave an update on the Winnie library construction. Currently waiting on final purchase of property. A presentation was given on the big screen of the layout/building, etc. to the group. The building will be 6000sf with a storytime room, meeting room, work room/and one office. March/April is the target date for selecting a contractor and breaking ground.

Next was an update on personnel. The biggest need at the moment is at Mont Belvieu. Current vacancies are for a Branch Librarian and an additional full time position which was funded during 2017 budget hearings. Currently, the focus is to fill the newly funded full time position with a degreed librarian, and to fill the branch librarian position after summer. Jensen also stated that the public library standards require one MLS (Master in Library Science) staff member for every 9,850 population. The library's current service population is right at 35k, which would make this addition beneficial to us not only to be in line with the Public Library Standards, but to also provide the staff at Mont Belvieu with someone on staff to provide extra training and coverage.

The Friends annual meeting was held on Jan 27 at the Winnie branch. Jensen stated that their annual meeting is a recap of their year, a state of the library system report is given by the County Librarian, officer elections, board term renewals and appointments, and discussion of the wish list turned in by library staff. Two new members from Winnie joined the executive board.

Finally, Jensen noted some highlights on the library's annual report provided to each member. The report pulled out how much the library is used in terms of computer use, checkouts, program counts, etc. This report helps as we prepare for the state library's annual report which is due each March.

Meeting adjourned at 4:50 pm with a motion by Caldwell and 2nd by Davis.

Respectfully submitted, Valerie Jensen