

## **Library Advisory Board Meeting- May 8, 2018**

The meeting was called to order by Sam Little at 4:03p.m. A quorum was established and those present included board members Sam Little, 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.

Board contact list was presented with no updates to be made.

Minutes of the previous meeting were read. A motion was made by Caldwell to accept the minutes with a 2<sup>nd</sup> by Davis.

### **Old Business:**

Comments and concerns from the community – Puppa mentioned that she still heard comments from the public about new residents having issues finding the library. Valerie will contact the County/City/School and see about the possibility of a sign at the end of Wilburn Ranch Dr. Sam Little mentioned the new audiobook platform, Hoopla that allowed more checkouts and compared to Overdrive, was zero wait time.

### **New business:**

County Librarian Valerie Jensen discussed updates to the Long Range Plan. Several objectives and goals were met during the 2016-2018 plan. Several new objectives were added such as pursuing new platforms patron education and tutorials for library staff. Other additions were working with the City of Mont Belvieu to include their historical/museum items in with the library's comprehensive local history collection, create a disaster plan for the library system, finalize the construction/renovation for the library system to a 10 year capital improvement plan, look into virtual library cards for limited online use, implement an adult programming committee, and continue after school tutorials at Anahuac. Kathan moved to accept the changes as written, with a 2<sup>nd</sup> by Jackson. Vass discussed an update to the Lost Item Policy stating that patrons sometimes damage the cases that movies/audio are in and we've nothing in writing in the currently policy to replace the cost. A \$1 fee was added to the policy as a charge if a replacement case was needed. Puppa moved to accept the change, with a 2<sup>nd</sup> by Caldwell. Next was a discussion of the Code of Conduct policy. Jensen explained that the current policy (written in 2008 with few updates) applies 1 consequence for many types of offenses. Due to recent situations, it was discussed that this policy needs to be reviewed and updated in detail to focus on updated and more specific consequences for actions that take place in the library. Jensen explained that while some offenses are considered worthy of calling the sheriff's office, others are not. And to be limited to a banishment of 3 months no matter the offense, wasn't fair. The board discussed their concerns, feedback, and Jensen had also received feedback from the County Attorney, which will be taken into consideration as the library staff works on updating the policy. We anticipate after review and research to have an updated policy for the August meeting.

**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 and waiting for final bids to come in. Once this is done, a more public display of the upcoming library can be made to the general public. Jensen also discussed the renovations at the new Technical Services building, and final renovations at Anahuac and mentioned that the August meeting may take place at the new site. Next was an update on personnel. The system had 2 resignations (Anahuac and Winnie). Both contributed positively to the library system, and we thank them for their time with us. This leaves us with a 20hpw Teen Programmer position at Winnie. The full time position at Anahuac was filled quickly by Melissa Deppe. Melissa brings with her a bachelor's in education and several years of teaching experience. She has transitioned seamlessly into her work as the new full time Children's Librarian. A new position was

filled at Winnie by Sydney Rexroat who will be working 12hpw as front desk help. And finally, the Branch Librarian position will be posted for Mont Belvieu now that the job description has been updated and approved by court. This job description was updated and included management experience as a qualification.

Jensen next talked about e-rate. The federal government provides discounts for internet costs for schools and public libraries. To date, the library has saved over \$150,000 in discounts and this year we will be saving a total of \$9000 for the year of internet services at Winnie and Mont Belvieu.

Vass spoke about continuing education workshops that staff attended. Teen programmers LaShebia Haskin and Shelby Fielding attended a workshop in Pasadena where they were able to meet with other librarians and discuss ideas and issues with teens in the library.

Finally, Jensen mentioned that Summer Reading is upon us with the libraries being transformed into musical spaces. The theme for the 2018 program is, "Libraries Rock" and the branches are taking a fun approach with their programming and decorations.

Meeting adjourned at 4:50 pm with a motion by Davis and a 2<sup>nd</sup> by Jackson.

Respectfully submitted, Valerie Jensen