

Library Advisory Board Meeting- August 9, 2016

The meeting was called to order by Valerie Jensen at 3:15pm. A quorum was set with the following members present: Carolyn Caldwell, Sarah Kathan, Marlin Moore, Susie Davis, Katie Jackson, Sam Little, and Rhonda LeBlanc, along with Assistant County Librarian Annie Vass and County Librarian Valerie Jensen.

No amendments needed to the Board contact list. At this time, Marlin Moore did mention that he would step off of the board in November. Minutes of the May meeting were read and approved by Kathan with a 2nd by Leblanc.

Old business:

Comment and concerns from the community – Ms. Kathan mentioned a discussion she had with an Anahuac resident who had concerns that the alligator currently located in the Chambers County Library was moving to Mont Belvieu. Jensen discussed that this was currently in negotiations between the family who donated the gator, and the county/city. Jensen spoke to the family who requested the gator be moved and explained reasons why the library feels it's in a good place at the moment. Whatever is decided between Chambers County and the City of Mont Belvieu will be the final decision. Will update the board at the November 2016 meeting.

New business:

Several policy updates were discussed.

- Updates to Policy on Privacy & Retention of Information & Records. Updates included: teacher cards being deleted every August, including a statement of privacy and confidentiality in the policy title, how patrons log into public computers, public can ask that circulation records be removed from the database, and other minor updates. Motion to accept was made by Caldwell with a 2nd by Davis
- Updates/changes to the Long Range Plan were discussed. Updates included: Pending the 2017 budget to include Hoopla (streaming audio/video service), more information and update on the library's role with historical/museum and the cataloging and digitization projects with the county museum and also the museum at Wallisville, updated the construction phases at Anahuac and Winnie, seeking grant funds for Little Free Libraries for outlying areas in the county (Vass gave a more detailed explanation of this), and expanding storytime to include Babygarten (infant program), which was discussed in more detail by Jensen. Leblanc asked about the status of the DIY collection – Vass gave an update on this as well noting that she has an outstanding grant with the Hancher Foundation. Will hear results from that in September. Motion to accept was made by Davis with a 2nd by Jackson.
- Updates/changes to the Technology Plan were discussed. Jensen mentioned that the Technology Plan was submitted to the county's IT department for review/update. Changes included updates to the county network as it affects the library system, operating systems, adding iPad card catalogs at all branches, and possible vending payment machines for public printing. Motion to accept was made by LeBlanc with a 2nd by Moore.
- Respect in the Workplace policy discussion. This was a new policy written by Jensen, and edited and reviewed by Nathan Brandimarte (legal counsel for the county). Policy was written based off of the county's personnel policy on harassment but written for a library setting. Policy discusses that a culture of respect is to be maintained in all libraries, reminders to have staff inform their supervisors of their location at all times, open communication, and keeping a courteous, civil, polite atmosphere. Caldwell suggested that small blanks be added beside each number so that if a specific policy was broken, staff members would initial. This change will be added. Motion to accept was made by Little with a 2nd by Jackson (pending change).

Other business – none

Librarian's report:

Jensen reviewed summer reading with 1822 people participating. 7761 people attended programs, and a total of 339,225 minutes were read. 2017 summer reading planning meeting will be held in September. Jensen also noted the elected officials who participated in our summer program. This allows them to see the busy time we call summer! Vass spoke about the end of summer survey that was created. Positive feedback was received across the board. A few great comments that will be discussed at the upcoming planning meeting. Jensen noted the increased teen participation – over 188% increase from 2016.

Jensen gave a personnel update. At Anahuac: 1 Page position is currently posted. At Winnie: Pepper Trove had to resign during the summer leaving a 12hpw position open. This will be filled by Jessi Parham starting Aug. 10th. At Mont Belvieu: 2 Page positions have been filled to start Aug. 10th, as well as a newly created Library Technician position to be filled by previous Page, Kristen Crocker. Teen programmer, Kara Delaughter is leaving for college opening a 22hpw position. This position will be posted soon.

Jensen discussed ongoing adult education classes – GED will continue at Anahuac and Winnie. Currently looking for an ESL teacher at Anahuac. Staff member Jennifer Kellum attended a Citizenship workshop last month. She brought back ideas to offer a Citizenship Center at the library, and possibly Citizenship classes in the near future.

Jensen discussed budget requests for 2017. Budget hearings were held for the library on Aug. 2nd. Increases were requested for programming, streaming audio/video, staff training, library materials, and capital improvements at Anahuac and Winnie.

The meeting was adjourned at 4:30p.m. by Little.

Respectfully submitted, Valerie Jensen