

Library Advisory Board Meeting- February 12, 2019

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

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

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

Old Business:

Comments and concerns from the community – Little mentioned the ability to have zero wait time with the Hoopla (digital media) app when checking out an item.

New business:

Assistant County Librarian Annie Vass discussed updates to the Meeting Room policy. Changes to the policy are in yellow:

- **Meeting rooms are only allowed to be booked up to 3 months (current month plus the two following months) in advance.**

Vass mentioned that patrons had varying definitions of 3 months, so this should help patrons and staff better understand the 3 month rule.

Vass then mentioned that some wording was added to note that the person responsible for the meeting will set up tables/chairs or other equipment as needed. Staff members sometimes set up the room for patrons as staff/time allows.

- **The person responsible for the meeting will set up tables/chairs or other equipment as needed.**

A motion to accept was made by Kathan with a 2nd by Jackson.

The next item under New Business was to discuss an update to the Meeting Room/Key Release form. Vass mentioned a change to the title of the form, which now reads "Meeting Room Usage Agreement and Key Release Form. In addition to this, we added lines to include the purpose for the meeting and anticipated attendance. This is information that is mentioned in the policy and makes sense to have it as part of the signed agreement.

General purpose for meeting: _____

Anticipated attendance: _____

A motion to accept was made by Kathan with a 2nd by Jackson.

Next items was a discussion of member term expiration dates. Davis and Puppa were up for renewal expiration dates of February, 2019. Davis agreed to serve an additional term. Puppa was contacted by email and agreed to serve another term if no one else was being considered. Davis and Puppa now have term expirations of February, 2021.

Other Business: An update on the DIY Policy was given by Vass. We are currently waiting on final approval from the County Attorney before the policy can be approved. Once that is done, the DIY collection will be available for the public.

Librarian's report:

Jensen gave an update on the Winnie library construction. The board questioned if the recent arena collapse would affect the construction of the library. Jensen mentioned after speaking to the Purchasing Agent, we were assured that this would not slow the progress. We are still waiting for the property purchase to take place before anything can begin. The current contract between East Chambers ISD and Chambers County states that the library must be completed in 2020. Updates will be given to the board as they are received.

Jensen then mentioned the newest staff member to join the library system. Clarice Martel began as the Children's Librarian in January at the Juanita Hargraves Memorial Branch in Winnie. She has settled in nicely and has a few storytime programs under her belt.

Jensen did a brief discussion of e-rate. E-rate is a program through the federal government that provides discounts for internet to schools and libraries. Discounts range from 20-90 percent and is based on the percentage of kids enrolled in the school federal lunch program. Chambers County qualifies at 80% which gives the county a savings of just over \$9,000/year. Consultants through the state library have been contracted to assist libraries with the filing process.

Finally, Jensen mentioned that the Friends of CCLS met for their annual meeting on Jan. 26th in Anahuac. The meeting includes a President's report, Treasurer's report, and a State of the Library System from the County Librarian. Other items discussed at the meeting include voting on the annual wish list, term expirations, and other items as needed. Jensen then mentioned that the Friends of CCLS were hosting an open house for the new Technical Services location on Feb. 26 from 2pm-4pm. All board members were invited to attend.

Meeting adjourned at 4:45 pm.

Respectfully submitted, Valerie Jensen