

## Library Advisory Board Meeting – May 14, 2019

The meeting was called to order by Sam Little at 4:02pm. A quorum was established and those present included board members Sam Little, Carolyn Caldwell, Heather Puppa, Sarah Kathan, and Susie Davis. Also present was Assistant County Librarian Annie Vass. Those not in attendance were Katie Jackson, Rhonda LeBlanc, and County Librarian Valerie Jensen.

Board contact list was presented with updates requested for Little, Caldwell, and Puppa.

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

### Old Business:

Comments and concerns from the community – Kathan mentioned a friend was happy with the selection of Spanish language books. Puppa also mentioned that some people are still unaware of where the Mont Belvieu library is located, despite a new sign being added to Eagle Drive.

### New Business:

Assistant County Librarian Annie Vass discussed the current Technology Plan that is required by the State Library for accreditation and how the Library System works with the County IT Department to ensure that up-to-date technology is available for use in the library. Vass mentioned that the current Technology Plan is dated through August 31, 2019 and will need to be updated soon. Vass asked if the Board had any recommendations or suggestions for technology for the Library System to investigate. Caldwell mentioned a charging station for personal devices. Vass stated that the Anahuac and Mont Belvieu libraries already have charging kiosks and the new Winnie library will be getting one as well. Puppa suggested checking with the local high schools to see what technologies they are using and how the libraries could supplement it. Updates to the Technology Plan will be presented to the Board at the next meeting. No vote was needed for this discussion.

The next item under New Business was to discuss the DIY Policy for approval. A draft version of the policy was submitted to the County Attorney for review and Vass discussed the suggested changes. Changes to the policy are in yellow:

Staff who charge an item from the Do-It-Yourself (DIY) Collection to a patron **should shall** verify **and document** with the patron that the item is ready for use. The item will also be inspected upon return. The borrower is responsible for the item's use and return and is personally liable for the item while it is in his/her possession. Should an item from this collection be lost, stolen, damaged, or not returned, the borrower is responsible for paying the replacement cost. **Per the Chambers County Library System's Card Issuing and Replacement Policy, a patron may not check out items if more than \$5.00 is owed.**

The Chambers County Library System is not responsible for any injury, loss, or damage that may occur from the usage of items in the Do-It-Yourself (DIY) Collection. **Borrower, by their signature agrees to indemnify and hold harmless Chambers County, including the Library System, their agents and assigns to the fullest extent of the law, and does release, discharge, and waive any action, either legal or equitable, that may arise by reason of the borrowing, possession and use of any item subject to this agreement.**

To be completed by library staff:

DIY Item \_\_\_\_\_ DIY Item Barcode \_\_\_\_\_

Date \_\_\_\_\_ Time Checked Out \_\_\_\_\_

Staff Name \_\_\_\_\_ Staff Signature \_\_\_\_\_

This item has been reviewed by staff with the borrower to indicate it is ready for use:

Staff Initials \_\_\_\_\_ Borrower Initials \_\_\_\_\_ Date \_\_\_\_\_

A motion to accept was made by Caldwell with a 2nd by Puppa. Vass stated that the DIY Collection should be ready to start circulating after the conclusion of this year's Summer Reading Program.

**Other Business:**

No other business was on the agenda to discuss. Vass asked Puppa to share information about the Friendsday Friday posts on the Friends of the Chambers County Library System's Facebook page. Puppa mentioned that Friends' board members have been encouraged to submit a little bit of information about themselves, their involvement with libraries, and a picture that is then posted on the Friends' Facebook page in order to give more exposure to the group. Puppa then welcomed submissions from any interested Library Advisory Board members.

**Librarian's Report:**

Vass discussed the 2019 Summer Reading Program and handed out flyers with more details. This summer's theme is centered on space and the libraries will have programs featuring NASA and the Houston Astros mascot, Orbit, among many others. There is something to do for all ages, so everyone is encouraged to participate. Caldwell mentioned the East Chambers ISD after-school ACE program will continue through the summer and they might be looking for events to attend.

Vass also gave a brief update on upcoming capital improvements. The new Winnie library is still on schedule to break ground this year, but has been postponed until the Fall.

Meeting adjourned at 4:42pm.

Respectfully submitted, Annie Vass