

## **Library Advisory Board Meeting- November 13, 2018**

The meeting was called to order by Valerie Jensen at 4:01p.m. A quorum was established and those present included board members Heather Puppa, Carolyn Caldwell, Susie Davis, Rhonda LeBlanc, and Sarah Kathan. Not present were Sam Little and Katie Jackson. Also present were Assistant County Librarian Annie Vass and County Librarian Valerie Jensen.

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** – Kathan mentioned that she has not received any feedback about the library. Puppa mentioned concerns from some patrons at Mont Belvieu about the website calendar. The blue and green colors that distinguish Winnie and Mont Belvieu are difficult to see on a mobile device. Jensen contacted the company responsible for website design and a ticket is in the works to make the blue a lighter color. Hopefully this helps the issue.

### **New business:**

Assistant County Librarian Annie Vass discussed the updates to the Meeting Room Policy. Changes include:

- Statement on failure to follow guidelines or care of the room can result in losing meeting room privileges.
- Reference to the Code of Conduct if there are unsupervised children
- Meeting room access is only for date/time in the reservation
- Meeting rooms are only allowed to be booked 3 months in advance
- 3 no-shows and/or cancellations will result in 1 year banishment from meeting room privileges
- Key must be left in key drop box upon leaving

A motion to approve the changes was made by Kathan, with a 2<sup>nd</sup> by Caldwell.

Jensen discussed changes to the Code of Conduct policy. Updates to the policy were done with feedback from the staff and County Attorney involved. Wording and phrases from Austin Public Library's policy were used with permission. The previous policy gave the same consequences for all offenses. The new policy allows the staff to use their judgement and handle situations on a case by case basis. The new policy states unacceptable behavior and also references Texas Penal codes where applicable. Jensen stated that staff members are more comfortable with this change and as always, if they have issues or questions can call the County Librarian. A motion to accept this change was made by Kathan, with a 2<sup>nd</sup> by Davis.

Jensen went on to discuss the change to the Patron Lost Item policy. The only change was a clarification sentence stating that any item that is replaced because of loss/damage must be in "like new" condition. A motion to approve this change was made by Leblanc, with a 2<sup>nd</sup> by Davis.

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

### **Librarian's report:**

Jensen gave an update on the Winnie library construction and Technical Services. We are waiting for the new budget year to begin construction. The court approved half of the construction money in 2019, and the remaining needs for 2020. The first item is to purchase the property and then construction can begin. Technical Services is waiting on

internet services to be completed before moving to the new building. We anticipate the move to be about a month away. Jensen then discussed the approvals for the 2019 budget. We received all items that were requested. Items include: power assisted doors at Mont Belvieu, new shelving for Anahuac, new department vehicle, part-time increase, security cameras at Mont Belvieu, digitizing the remaining issues of the local newspapers, increase in travel/training, increase in programming, and Consumer Reports database. A personnel update was given. Since the last board meeting 2 new staff members were added at Anahuac. Tabitha Warfield is the new part-time Children's Librarian, and Danie Davis is the new full time Library Technician. We are happy to have these ladies join the CCLS team.

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

Respectfully submitted, Valerie Jensen