

## **Library Advisory Board – Regular Quarterly Meeting**

August 9, 2022

Sam & Carmena Goss Memorial Branch, Mont Belvieu

Jensen called the meeting to order at 4:05pm. A quorum was not met. The following members were present: Carolyn Caldwell, Susie Davis, and Heather Puppa. Also in attendance were County Librarian Valerie Jensen and Assistant County Librarian Annie Vass.

To begin the meeting, Jensen showed a video that staff member Shelby Fielding had made for budget hearings. The video highlighted some of the library's programs and services.

No amendments were made to the Board Contact List.

A motion to approve the minutes of the previous meeting as written was made by Caldwell, with a second by Davis (pending approval when quorum is met).

### **Old Business**

Caldwell reported that she has heard some people still are not aware of the new library's location in Winnie. A banner is up at the old library with the new address and TXDOT is supposed to be moving the library sign that is on the highway.

### **New Business**

Updates to the Technology Plan were discussed. The Technology Plan is required by the state library for accreditation. Examples of updates included: adding a printer to the Technical Services department, updating the Windows version, and adding Launchpads.

Updates to the Policy on Privacy, Confidentiality, & Retention of Information & Records were discussed. Updates included: keeping teacher cards on file for the same amount of time as regular library cards, easing ID requirements for the benefit of patrons and staff, and adding an optional patron picture to library accounts, along with webcams to circulation computers.

A motion to approve both updates was made by Puppa, with a second by Caldwell (pending approval when quorum is met).

### **Librarian's Report**

Jensen gave an update on the library's budget hearing process. This year's budget request included salary increases based on regional library comparisons, adding EZProxy to simplify accessing databases, website redesign, and some additional funds for programming and databases.

Jensen also discussed personnel. The library had great summer help again this year: Diego in Anahuac, Mackenzie in Winnie, and Conor in Mont Belvieu. Mackenzie will continue as the page this fall at Winnie. There is one current job posting: a children's programmer position in Winnie for 24 hours per week. Anahuac will soon be posting for a 15 hours per week library technician.

Vass talked about this year's Summer Reading Program. It was a very successful event. Overall, statistics were up across the board from last year and programs were able to be held in-person instead of virtually or hybrid. Crafts and carnival days were very popular and the end of summer parties with a foam cannon and shaved ice were very well attended.

Jensen adjourned the meeting at 4:41pm.

The next meeting will be held on November 8 at the Juanita Hargraves Memorial Branch in Winnie.

Respectfully submitted,  
Annie Vass