



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, June 19, 2019 @ 5:15 p.m.
Nancy Carol Roberts Memorial Library
100 Martin Luther King, Jr., Pkwy
Brenham, Texas

1. Call Meeting to Order
2. Citizen and Visitor Comments
3. Introduction of New Board Member **Page 1**
4. Discuss and Possibly Act Upon the Approval of the Minutes from the February 20, 2019 Regular Meeting **Pages 2-6**
5. Presentation and Discussion Related to the Library Technology Needs Assessment and Edge Initiative **Pages 7**
6. Discuss and Possibly Act Upon Recommended Changes to Policy and Interlibrary Loan Fees **Pages 8-9**
7. Discussion Relating to Facility Repair Needs **Page 10**
8. Administrative Report
9. Adjourn

CERTIFICATION

I certify that a copy of the June 19, 2019 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 14, 2019 at 10:30 a.m./ p.m.

Andria Heiges

Andria Heiges, Librarian
Nancy Carol Roberts Memorial Library

Disability Access Statement: Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the N. Austin Pkwy entrance to the front of the Library Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the City of Brenham Library Advisory Board was removed by me from the City Hall bulletin board on _____ at _____ Am/ Pm.

Signature

Title



To: Library Advisory Board Members

From: Andria Heiges

Subject: Library Advisory Board Member Appointments

Date: June 17, 2019

In December, the City Council unanimously appointed two (2) new members to the Library Advisory Board, each to serve a three (3) year term. The new members are:

- Sabrina Roberts: Currently is a member of the Fortnightly Club of Brenham and has held various offices with the club including: Executive Board President and Education Department President. Mrs. Roberts previously served a three (3) year term on the Library Advisory Board and is active volunteer with the Brenham ISD Band and Theater Club.
- Dr. Jamey Johnson: Currently serves as the Assistant Superintendent of Curriculum and Instruction for Brenham ISD. Dr. Johnson has served on the Brenham Heritage Museum Board and has a dedicated professional background in education and literacy.

Please join me in welcoming Sabrina and Jamey to the Board.



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday February 20, 2019 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Alana Winkelmann, Lu Hollander, Janie Mehrens, Keith Herring, Lillian Marshall, Christy Van Dyke, Marshia Foster and Renee Mueller

Advisory Board Members absent:

Meg Cone

City staff present:

Lowell Ogle, Andria Heiges and Paula Shields

Others present

Ruth Wilson, Linda Haag, Alberta Kaufman, and Gail Breeland

1. Call Meeting to Order

2. Citizen and Visitor Comments

Jeana Bellinger introduced herself to the board.

3. Introduction of New Board Members

Sabrina Roberts introduced herself to the board.

4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for a Term of One (1) Year

A motion was made by Janie Mehrens and seconded by Christy VanDyke to reappoint Keith Herring as Chairperson.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Marshia Foster	Yes
Board Member Jamey Johnson	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

A motion was made by Sabrina Roberts and seconded by Christy VanDyke to appoint Janie Mehrens as Vice Chairperson.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Marshia Foster	Yes
Board Member Jamey Johnson	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

5. Discuss and Possibly Act Upon the Approval of the Minutes from the June 20, 2018 Regular Meeting

A motion was made by Janie Mehrens and seconded by Lu Hollander to approve the Minutes from the June 20, 2018 regular meeting as corrected.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Marshia Foster	Yes
Board Member Jamey Johnson	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	Absent
Board Member Sabrina Roberts	Yes

Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

6. Discuss and Possibly Act Upon a Updated Public Art Project for the Nancy Carol Roberts Memorial Library

Andria Heiges introduced artist Ruth Wilson, representing the Brenham Fine Arts League, and discussed the updated plan to place a rotating display of Ms. Wilson’s bronze sculptures inside the library, starting with Dibley Seymour, P.I. Alberta Kaufman discussed her recently published book that tells the story of Dibley’s character.

Andria stated that the Public Art Project has 3 Goals:

1. Connect Literacy and Art – ideas include: a writing contest for all ages to write stories about sculpture characters and storytimes with Brenham ISD during spring library tours.
2. Education – ideas include: meet the local artist night at the library in partnership with the Fine Arts League, quarterly educational programs, a program called “When I Grow Up I want to be an Artist”
3. Inspiration- ideas include: a kick off ceremony when Dibley is placed at the library and programs to promote conversations about art.

The group discussed an available grant through Laura Jane Musser Fund which would require the Fine Arts League to apply for the \$10,000 grant in partnership with the library. Grant funds would help purchase a display, signage, and supplies for the programs. The board expressed their excitement about the project and its potential for partnership opportunities between the library, the league and Brenham ISD.

A motion was made by Lu Hollander and seconded by Janie Mehrens to support the Public Arts Project and to support the Fine Arts League grant application by providing a letter of support.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Marshia Foster	Yes
Board Member Jamey Johnson	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

7. Presentation and Discussion Related to the Annual Review of the Goals and Objectives Outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026

Librarian Andria Heiges presented this item. Heiges stated that the City of Brenham is currently in the process of reviewing its goals in to the year 2025. There was discussion related to new goals for the upcoming year and beyond to 2025 and a review of the accomplishments so far as related to the currently library strategic plan. The following are some of the goals presented.

Summary of Goals:

Goal 1		Goal 2		Goal 3		Goal 4		Goal 5		Goal 6	
Support of Educational & Learning Opportunities		Foster Community Connections		Empower Community by Creating Awareness of Library Resources		Support Workforce & Economic Prosperity		Expand Access to Information, Ideas & Stories		Foster and Organizational Culture of Innovation	
2020	2025	2020	2025	2020	2025	2020	2025	2020	2025	2020	2025
Increase knowledge of early learning	Computer-coding programs	Collaborate with new community partners	Host a Makerspace fair	Develop a library brand	Improve website	Increase wifi bandwidth & library only network	Offer annual job fair for teens or adults	Offer more diverse collection	Employ full time bilingual staff	Implement pilot projects	Train fully on technology
Offer evening storytimes	Library cards for students linked to ID cards	1st choice for community meetings		Improve library website/offer credit card payment option	Make electronic offerings more available		Circulate hotspots for patrons to take home	Addition of 3D technology	Offer bilingual story times	Celebrate staff accomplishments	Expand services to rural county-bookmobile
		Work with schools: CARS, STEM night		Senior outreach-curbside delivery							
				Coffee in lobby and bottle filling water fountains							

8. Discussion Relating to the Proposed 2019 Meeting Dates

Librarian Andria Heiges provided a list of the proposed Library Board Meetings for 2019. The Board agreed that the proposed dates of a 5:15pm meeting at the library on the third Wednesday of every other month were acceptable.

9. Administrative Report

Librarian Andria Heiges provide the library report for the last three months. In addition, Heiges provided the following on the upcoming February/March 2019 programming at the Library.

- Book Signing
- Library Book Club
- Crafty Café – Adult crafting program

- Free Legal Service through Texas Law Center
- Library's 118th Birthday Party
- New Story time for Children on Saturdays
- Gaming Club for Teens

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Kacey Weiss
Staff Liaison



To: Library Advisory Board Members

From: Andria Heiges

Subject: Technology Needs Assessment and Edge Initiative

Date: June 17, 2019

The Library was recently selected as part of an initiative through the Urban Library Council to participate in the Edge Study. Edge is a statewide program based on new benchmarks that reflect the current state of technology in public libraries. The library was part of a select representative sample that allowed us to access peer comparison reports to see how our library's technology compares to libraries of similar populations. In conjunction with the Edge Initiative we have recently hired a part time computer technology teacher, Misti Rudloff, who has started developing a technology needs assessment that we will soon present to the community.

The study was presented in 10 benchmark groupings, which are further organized into three overarching strategic areas: community value, engaging the community and organizational management. Strengths for the library were community outreach and leadership and one on one focused technology offerings. Weaknesses were assessment, meaning we do not measure the results of our offerings, and a lack of assistive technologies.

I would like to discuss the results of the Edge assessment and get some constructive feedback from the board on what technology needs you feel should be a priority.



To: Library Advisory Board Members
From: Andria Heiges
Subject: Gaming Policy Review and Update
Date: June 17, 2019

The board approved the addition of the Teen Room Policy document at the June 18, 2018 board meeting. Since that time the library has used the new policy to address specific teen behaviors and it has been extremely useful to library staff in correcting bad behavior. In the year since the Teen Room Policy was developed we have implemented a few necessary changes to computer use and gaming for Teens. The library would like to propose that the following changes be made to the current Library Policy:

Gaming Policy:

Remove 3.3 A signed gaming system agreement must be on file for each user

Change 3.6 to read: Open gaming will be limited to 1 turn per day on each game system. Each turn will be up to one hour, or can continue if no one is waiting for the game. Users must end play immediately at the request of the Staff or 15 minutes before closing

Addition (New Item) Gaming by teens on desktop computers is limited to 1 hour per day for teens unless accompanied by a parent.



To: Library Advisory Board Members

From: Andria Heiges

Subject: Inter Library Loan Fee Review

Date: June 17, 2019

The Library currently offers an Inter Library Loan (ILL) service to our patrons for a \$3 fee. This allows us to request items from libraries all around the country. Once requested the items are then mailed to us at the library, where we allow the patron to check them out for a period of time, before mailing them back to the lending library. We are proposing that the \$3 fee be waived allowing us to offer the service for free in order to encourage the use of ILLs as an alternative to purchase requests.

This would allow us to meet the patron demand for outdated, historical, or unique materials at a lower cost to the library than purchasing. The Texas State Library is offering a re-imbusement program for 2019 – 2020. If the library chooses to participate, we will receive \$9 for every item we lend to other libraries, offsetting the cost of postage to return materials that we have borrowed.

I am proposing that we eliminate the \$3 Inter Library Loan fee for our patrons and participate in the Texas State Library ILL reimbursement program.



To: Library Advisory Board Members
From: Andria Heiges
Subject: Review of Facility Repair Needs
Date: June 17, 2019

After opening in November of 2016, the library meeting spaces continue to be well used by our community. Due to the current placement of existing chair rails, the walls in the Roberta Cole Johnson Program Room have sustained damage. I am proposing that we install a 2nd chair rail to help protect the walls from any further damage. I have received two estimates for different types of chair rails:

- (1) Fischer Tile & Floor Coverings, Inc
 - i. Laminate Stripe for a total of \$14/foot – includes installation
- (2) Inpro
 - i. Palladium Rubrail- Vinyl -\$4/foot material only (maintenance to install)



I would like to discuss both options and select colors for a sample request.