



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, February 19, 2020 @ 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 Members Page 1
4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for a Term of One (1) Year Page 2
5. Discuss and Possibly Act Upon the Approval of the Minutes from the October 16, 2019 Regular Meeting Pages 3-5
6. 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 Pages 6-8
7. Presentation and Discussion Related to the Library Technology Academy Grant Page 9
8. Discussion Relating to the Proposed 2020 Meeting Dates Page 10
9. Administrative Report
10. Adjourn

CERTIFICATION

I certify that a copy of the February 19, 2020 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, February 14, 2020 at 2:30 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: February 14, 2020

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

- Jody Tyson: Currently is a member of the Fortnightly Club of Brenham and has held various offices with the club including: Executive Board President. Mrs. Roberts previously served a three (3) year term on the Library Advisory Board.
- Fredericka DeBerry: Ms. DeBerry was on the staff of the Clear Lake High School Library for 20 years, and on the staff of the Blinn Library for 8 years. She is also a published author.

Please join me in welcoming Jody and Fredericka to the Board.



To: Library Advisory Board
From: Andria Heiges
Subject: Library Advisory Board Officer Appointments
Date: February 14, 2020

As mandated Chapter 2 of the City's Code of Ordinances, the members of the Library Advisory Board shall elect a chairperson and vice chairperson annually.

The chairperson shall preside at all meetings of the board and shall perform such duties as may be assigned by the board or by the City Council. The vice chairperson shall serve as the presiding officer in the absence of the chairperson.



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday October 16, 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:

Keith Herring, Marshia Foster, Lu Hollander, Renee Mueller, Sabrina Roberts, Janie Mehrens, and Lillian Marshall

Advisory Board Members absent:

Jamey Johnson and Christy Van Dyke

City staff present:

Carolyn Miller, Andria Heiges and Kacey Weiss

Others present

None

- 1. Call Meeting to Order**
- 2. Citizen and Visitor Comments**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the August 21, 2019 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Lu Hollander to approve the Minutes from the August 21, 2019 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	Absent
Board Member Renee Mueller	Yes
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

4. Discussion and Presentation of the Library Assistive Technology Review

Librarian Andria Heiges presented this item. Heiges stated that library staff would be exploring options for assistive or adaptative technology to better assist patrons with hearing impairments, mobility issues, visual impairment, and illiterate adults. Heiges mentioned that the library serves many in our community that could benefit from technology tools to improve accessibility. The Library will be doing an evaluation of the current tools at the library as well as a needs assessment, and will apply for the Library Technology Academy Grant from the Texas State Library to help fund the new technology.

5. Discussion and Presentation Relating to a proposed Library Heritage Lab

Librarian Andria Heiges presented this item. Heiges explained that the library was planning an upgrade to the Green Screen Media room, such as acoustic paneling and lighting to improve sound and video quality of the room. This upgrade is part of the Library's strategic plan to preserve local histories as part of an oral history program. Moving forward NCRML plans to market the space as an interview tool and include recorded histories as part of the collection in a proposed Library Heritage Lab.

6. Administrative Report

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

- The Dibley Seymour Sculpture Reception
- Genealogy Programming
- Children Programming
- Teen Programs
- Adult Computer Classes

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Andria Heiges
Staff Liaison



To: Library Advisory Board Members

From: Andria Heiges

Subject: Annual Review of Goals and Accomplishments

Date: February 14, 2020

Each year the library reviews the strategic plan and considers future goals. The following is a summary of accomplishments, and goals from present up to 2025, as related to the Nancy Carol Roberts Memorial Library Strategic Plan.

Goal 1: Support Educational & Learning Opportunities

Accomplished in 2017-2019

- Provided a teen space that fosters intellectual, emotional and social development
- Offered Science, Technology, Engineering, Art & Math (S.T.E.A.M.) Programming
- Develop and support a teen advisory board & volunteer program
- Expanded adult programming opportunities to meet changing needs
- Established a volunteer program for adults

Goal by 2020

- Increase staff experience & knowledge of Early Learning
- Expand offered story times to include evening hours

Goal by 2025

- Offer computer-coding programs with dedicated computer lab space
- Have an Integrated Library Systems linked to the Brenham ISD & Burton ISD system so that student ID cards may be used as library cards.

Goal 2: Foster Community Connections

Accomplished in 2017-2019

- Collaborate with partners to provide high demand public services
- Coordinate after school homework assistance
- Participate in school programs, STEM night & open houses
- Volunteer directly with school district in programs like C.A.R.S.

Goal by 2020

- Collaborate with new partners to offer needed services
- Become the first choice in location for neighborhood meetings
- Coordinate a community wide information and resource site making it easier to locate local health and human services.

Goal by 2025

Host a Science, Technology, Engineering and Math (STEM)/ makerspace fair at the library. A makerspace fair showcases designs, inventions or creations made at the library.

Goal 3: Empower community by creating awareness of library resources

Accomplished in 2017-2019

Promote programs & resources effectively

Goal by 2020

- Develop a library brand & standard marketing plan
- Improve the website so the public can view library offerings
- Develop senior outreach & programming for services for people with disabilities
- Introduce a credit card payment system for patrons
- Implement a curbside delivery program for elderly or disabled patrons
- Provide a lobby coffee station and install bottle filling water fountains

Goal by 2025

- Change perception of library as only a place for books
- Make electronic offerings easily accessible to all community members regardless of age or technical ability
- Washington County has a large elderly population and we get frequent requests for home deliveries.
- Perception of library as a dying, boring place to go only if you need a book.
- We welcomed over 100,000 visitors last year but many members of the community have never visited the library. We find that the misconceptions about the library come from those who do not use it, and we want to spread the message about all we do.

Goal 4: Support Workforce & Economic Prosperity

Accomplished in 2017-2019

- Provide space for working & collaboration including meeting and networking space
- Facilitate access to supporting series including mentorship & workshops

Goal by 2020

- Continue developing financial & health literacy resources & related programs
- Continue to teach digital literacy and basic workplace skills
- Increase Wi-Fi band width and speed so that large groups can connect simultaneously. A library network, spate from the city wide network, specifically for library patrons would allow us to track and record useful statistics as well.

Goal by 2025

- Collaborate with local businesses to offer annual job fairs. One for teens, and one for adults
- Provide circulating hot spots with devices to make online resources accessible at home for all in the community

Goal 5: Expand Access to information, Ideas, & Stories

Accomplished in 2017-2019

- Promote collection and raise public awareness of the importance of historical records
- Give patrons access to new technology

Goal by 2020

- Ensure local diverse communities are represented in the present and future records collecting
- Substantially increase the number of e-resources
- Addition of 3D design & printing, programmable robots, and new tablet/e-readers
- Make technology offerings more accessible and easier to use.

Goal by 2025

- Employ a full time bilingual staff member for Spanish outreach
- Offer bilingual story times and cultural focused programming

Goal 6: Foster an Organizational Culture of Innovation

Accomplished in 2017-2019

- Train all staff to be effective promoters of library resources & services
- Provide regular updates of progress in implementing this plan to the Library Board, civic leaders and the public

Goal by 2020

- Implement successful pilot projects that better serves patrons
- Celebrate accomplishments with staff & community members.

Goal by 2025

- Staff fully trained in all library technology
- A team of staff that enjoys all aspects of their job and is cross trained in all library tasks
- Expand services to underserved areas of Washington County with mobile solutions: a book & tech mobile, as well as additional drop off locations for borrowed material



To: Library Advisory Board Members

From: Andria Heiges

Subject: Library Technology Grant Academy

Date: February 14, 2020

The Texas State Library and Archives Commission (TSLAC) has awarded The Nancy Carol Roberts Memorial Library a grant to attend the Library Technology Academy. This project-based training grant will use both online and in-person learning experiences to enable library staff more time, guidance, and individualized attention to support technology planning and management.

Each library will build on what they've learned through the training by designing and implementing a technology project supported by a reimbursement grant of up to \$11,000 per library. Participants will first learn strategies and best practices about library technology management (part one), practice implementing strategies by proposing a library technology project to meet community needs (part two) and finally implementing a technology project for their library, (part three).

NCRML will send two participants, Librarian Andria Heiges and part time technology teacher Misti Rudloff, to attend the in-person Library Technology Academy training in Austin, Texas. Following the training, TSLAC and Library Technology Academy will provide funding support up to \$11,000 to participating libraries to buy supplies necessary to launch a library technology project location at their facility and for travel and lodging to in-person training. This is a reimbursement grant and all purchases are to be held and owned by the NCRML.



To: Library Advisory Board Members
From: Andria Heiges
Subject: Recommended Meeting Dates for 2020
Date: February 14, 2020

The following dates are being proposed for 2020. Please check your calendars so that these dates can be confirmed at the meeting. Consistent with years past, the Board will meet on the third Wednesday of the month, every other month. The meetings will be held at the Nancy Carol Roberts Memorial Library at 5:15pm. Special meeting may be called upon as needed.

- **Wednesday, April 15 at 5:15 p.m.**
- **Wednesday, June 17 at 5:15 p.m.**
- **Wednesday, August 19 at 5:15 p.m.**
- **Wednesday, October 21 at 5:15 p.m.**
- **Wednesday, December 16 at 5:15 p.m.**