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| **CityofBrenhamLogo**  | **Library Advisory Board** |  |

 A meeting of the Library Advisory Board was held on Wednesday October 18, 2023 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Sabrina Roberts, Lu Hollander, Janie Mehrens, Jody Tyson, and Renee Mueller

Advisory Board Members absent:

 Lillian Marshall, Jerry Jares, Carol Kiphart

City staff present:

Susan Nienstedt and Tammy Murphy

Others present

 Dee Dee Michel

**1. Call Meeting to Order** Library Advisory Board Chairman Keith Herring presided and called the meeting to order. A quorum was present, and the meeting continued.

1. **Citizen and Visitor Comments** Visitor Dee Dee Michel introduced herself and appealed to the Board for their support in hiring her for the librarian position. Mrs. Michel stated she had been passed over for the job the last time it was available but wanted to express her continued interest in the position. She continued by stating she did not have her Master of Library Science but neither did Andria Heiges when she was hired with the stipulation of obtaining the degree after her hire date. Mrs. Michel reminded the Advisory Board that TSLAC does not require a library with our city population to have an MLS certified librarian. Keith Herring thanked Dee Dee Michel for coming and explained that the policy requires no comment is made by the members.
2. **Discuss and Possibly Act Upon the Approval of the Minutes from the April 19, 2023 Regular Meeting**

The minutes from the April 19, 2023 meeting were reread and action was taken. A motion was made by Janie Mehrens and seconded by Sabrina Roberts to approve the Minutes from the April 19, 2023 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 Lillian Marshall Absent

Board Member Carol Kiphart Absent

Board Member Jerry Jares Absent

Board Member Sabrina Roberts Yes

Board Member Jody Tyson Yes

Board Member Janie Mehrens Yes

Board Member Lu Hollander Yes

Board Member Renee Mueller Yes

1. **Discuss and Possibly Act Upon the Recommended Additions to Teen Room Rules of Use**

 Interim Librarian Tammy Murphy reread the June 21, 2023 memo from Idalia Avezuela asking the Board to discuss and possibly take action on a Teen Room policy. Chairman Keith Herring pointed out that the Library Advisory Board had tabled any action on the proposed teen policy on June 21. Janie Mehrens read her notes of the June 21 discussion with questions the Board had about the proposed policy.

 Keith Herring suggested tabling the proposed policy again and forming a subcommittee to write the Teen Room Policy. Subcommittee members suggested were Tammy Murphy, Janie Mehrens, and Renee Mueller. The motion to table the policy and create a subcommittee was made by Lu Hollander and seconded by Renee Mueller. Keith Herring called for a vote. The motion passed with the Board voting as follows:

 Chair Keith Herring Yes

 Board Member Lillian Marshall Absent

Board Member Carol Kiphart Absent

Board Member Jerry Jares Absent

Board Member Sabrina Roberts Yes

Board Member Jody Tyson Yes

Board Member Janie Mehrens Yes

Board Member Lu Hollander Yes

Board Member Renee Mueller Yes

1. **Presentation and Discussion of Librarian Search Process**

City Supervisor Susan Nienstedt presented a draft of the Librarian Recruitment Brochure. Mrs. Nienstedt said the position would be advertised on the city website, social media, and other hiring platforms. She asked the committee for any input on what was to be included or excluded from the brochure. Renee Mueller suggested adding the Librarian needs to live in or relocate to the county and be a part of the city and community events. Janie Mehrens stated that only the city manager is required by ordinance to live in the city. Mrs. Nienstedt said it could be worded to encourage the Librarian to be a member of and active in the community. Discussion was held on the requirement of a Master of Library Science Degree. Mrs. Nienstedt reported the city population amount did not require an MLS degreed librarian to be an accredited library. Lu Hollander stated that it was beneficial to maintain the requirement of an MLS degree. Board members discussed the scenario of candidates who were willing to obtain an MLS or were in the process of obtaining one. The Board agreed the candidates should be in the process of obtaining one. Jody Tyson and Renee Mueller asked that further research be done on how far in the process a candidate must be and how current the course work must be. Keith Herring requested that the Interview Panel emphasize to the final candidates the importance of the Library Advisory Board and The Fortnightly Club. Susan Nienstedt will reach out to community members such as the Blinn Librarian, Brenham ISD staff, and City of Brenham Staff to be a part of the Interview Panel. Members from the Library Advisory Board and The Fortnightly Club suggested were Jody Tyson, Lu Hollander, and Keith Herring. The final recruitment brochure will be emailed to Board members.

1. **Presentation and Discussion of** **Board Appointments and Re-Appointments**

Staff Liaison Tammy Murphy read a memo from City Secretary Jeana Bellinger concerning Library Advisory Board appointments and re-appointments according to how Mayor Kenjura requested board appointments be handled. Current member Carol Kiphart is the only LAB city member eligible for re-appointment. Mrs. Kiphart had submitted her resignation email before the meeting, and it was read to the Board. The vacancy will be reported to Jeana Bellinger’s office by Tammy Murphy. Lu Hollander will take the LAB Fortnightly members’ names to the next Fortnightly meeting and discuss who is eligible for re-appointment or if an appointment of another Fortnightly member is needed to the LAB. All appointments will be taken to the City Council on December 21, 2023.

1. **Presentation and Discussion of Circulation and Donation Fund Expenditures**

Staff Liaison Tammy Murphy provided charts on how the Circulation budget was allocated in 2023 including the donation from the Fortnightly Club. Janie Mehrens requested a Donation Fund report, the End of Fiscal Year 2023 Budget report, and a copy of the Fiscal Year 2024 Budget be sent to LAB members.

1. **Administrative Report**

Staff Liaison Tammy Murphy provided the library report for the last four months. In addition, Murphy provided the following updates at the library.

* New part time staff member Aubrie Cano, Federal Work Study Blinn student Marisol Coronilla, and Workforce Solutions Earn and Learn Program participant Kate Barnes have joined the library staff.
* Programming continues with Tuesday programming for children, Thursday programming for teens, and some Saturday Sewing programming for adults.
* New calendar and reservation systems will need to be found and reported on at the next LAB meeting as the current system is ending service in December 2023.

Meeting adjourned.

**Keith Herring**

Chairperson

**ATTEST:**

**Tammy Murphy**

Staff Liaison