Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday April 23, 2025 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Lu Hollander, Lillian Marshall, Jerry Jares, Jan Klingsporn, Will Corn, Renee Mueller and Keith Herring.

Advisory Board Members absent:

Janie Mehrens and Susan Myers

City staff present:

Tammy Murphy, Gloria May

Others present

Phyllis Glasscock and Debbie Schmitz

1. **Call Meeting to Order**
   Board chairman Keith Herring called the meeting to order at 5:15pm.

2. **Citizen and Visitor Comments**

   Phyllis Glasscock and Debbie Schmitz had been invited to attend by Lu Hollander and were both looking forward to attending.

3. **Discuss and Possibly Act Upon the Approval of the Minutes from the February 26, 2025 Regular Meeting**

   A motion was made by Lillian Marshall and seconded by Lu Hollander to approve the Minutes from the February 26, 2025 regular meeting as written.
   Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Yes
Vice Chair Renee Mueller	Yes
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	**Absent**
Board Member Janie Mehrens	**Absent**
Board Member Jan Klingsporn	Yes

4. **Discussion and Possibly Act Upon Recommended Changes and Additions to the Library Card and Circulation Policy and the Computer and Internet Usage Policy within the Adopted Library Policies**

Librarian Tammy Murphy presented changes to the Library Card and Circulation Policy which included date removals, suggested donation amount removals, changing wording to physical library cards preferred, and postcard mailings removed. A motion to approve as amended was made by Lillian Marshall and seconded by Will Corn. Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Yes
Vice Chair Renee Mueller	Yes
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	**Absent**
Board Member Janie Mehrens	**Absent**
Board Member Jan Klingsporn	Yes

Librarian Tammy Murphy presented the Computer and Internet Usage Policy and recommended the policy remain as written. A motion to leave as written was made by Lu Hollander and seconded by Jan Klingsporn. Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Yes
Vice Chair Renee Mueller	Yes
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	**Absent**

Board Member Janie Mehrens	**Absent**
Board Member Jan Klingsporn	Yes

5. Presentation and Discussion of the Texas Rural Law Clinic with Texas Legal Services Center

Librarian Tammy Murphy presented information and updates to the monthly Rural Law Clinic conducted by the Texas Legal Services Center and located at the Nancy Carol Roberts Memorial Library. Murphy explained the program was being restarted in the coming months. The equipment for the online appointments and printing would now be provided by the agency, and the monthly date and hours are still to be determined by TLSC.

6. Discussion of the Library Program Room Upgrade Progress

Librarian Tammy Murphy informed the Board that the Program Room committee had met April 15, 2025 to review the Program Room Proposal from Avinext. The committee reviewed and approved moving forward with the proposal, excluding the 3-year extended warranty, for $ 52,625.52. Next steps are with Kevin Schmidt reviewing the proposal with Avinext and scheduling the upgrades. The City of Brenham would install the equipment. The Board members expressed interest in replacing other equipment in the room that would possibly be reaching end of service, such as the projector, wall mount, and other necessary components so that all equipment would be compatible and under warranty concurrently. Lu Hollander called for volunteers to join a committee to evaluate the project. Lillian Marshall and Will Corn volunteered. Murphy will reach out to other members who are not present but interested in the project. The IT Dept will be asked to request a quote from Avinext for the additional equipment and installation.

7. Administrative Report

Librarian Tammy Murphy provided the library statistics report for the last three months included in the LAB packet. In addition, Murphy provided the following updates

- Roofing repairs at the Fortnightly House and awning repairs are being filed with insurance. The rest of the roof will also need to be replaced.
- The library needs HVAC repairs of $2,903.33 to be completed by the company MLN.
- The Texas Public Library Annual Report was submitted with preliminary approval by Texas State Library and Archives Commission.
- The Texas Commission on the Arts awarded the library two performance support grants for Summer Programming with more grant to be filed in June.

- Upcoming events include the Fortnightly Sprin Luncheon on May 8, 2025, Casa for Kids Birthday Celebration on April 26, 2025, and Color Our World Summer Reading Challenge beginning June 2, 2025.

8. Adjourn

Keith Herring adjourned the meeting.

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison