



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, June 20, 2018 @ 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. **Discuss and Possibly Act Upon the Approval of the Minutes from the April 19, 2018 Regular Meeting** **Pages 1 - 3**
4. **Discuss and Possibly Act Upon a Public Art Project for the Nancy Carol Roberts Memorial Library Grounds** **Page 4**
5. **Discussion and Presentation of the Nancy Carol Roberts Memorial Library Strategic Plan for Future Use of Undesignated Donated Funds** **Page 5**
6. **Discussion and Presentation Relating to the Possible Addition of "Teen Room Use and Rules" to the Nancy Carol Roberts Memorial Library Policy** **Pages 6 - 7**
7. **Administrative Report**
8. **Adjourn**

CERTIFICATION

I certify that a copy of the June 20, 2018 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 15, 2018 at 9:45a.m.

Paula Shields by Kacey A. Weiss

*Paula Shields, Staff Liaison
City of Brenham Library Advisory Board*

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



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday April 18, 2018 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 200 W. Vulcan Street, 2nd Floor Conference Room, Brenham, Texas.

Advisory Board Members present:

Alana Winkelmann, Lu Hollander, Janie Mehrens, Keith Herring, Lillian Marshall, Marshia Foster

Advisory Board Members absent:

Meg Cone, Christy Van Dyke and Renee Mueller

City staff present:

James Fisher, Wende Ragonis, Andria Heiges and Paula Shields

Others present

Tami Glasco and Tori Bryan

- 1. Call Meeting to Order**
- 2. Citizen and Visitor Comments**

Community Services Director Wende Ragonis introduced James Fisher, City Manager.

WORK SESSION

- 3. Discussion and Presentation Relating to the Nancy Carol Roberts Memorial Library's Participate in a Collaborative Social Service Initiative**

Librarian Andria Heiges explained that as the Library continues to experience an increase in number of visitors and circulation, we also experience a significant increase in health risk behaviors, mental health issues and critical community needs. Heiges outlined some of the issues

and problems the library is currently experiencing. With the Library experiencing these types of issues, Community Services Director Wende Ragonis stated that there would be a Community Round Table meeting at the Library on April 24, 2018, hosted by Tori Bryan. Ragonis invited the Library Board to attend.

Tori Bryan provided background on the “Community – The Meet Up”. Bryan explained that this meeting is open to all local nonprofits, community resources and community groups. The goal of the round table is to initiate collaboration and help increase awareness of resources available in and to our local community.

REGULAR SESSION

4. Discuss and Possibly Act Upon the Approval of the Minutes from the February 7, 2018 Regular Meeting

A motion was made by Janie Mehrens and seconded by Alana Winkelmann to approve the Minutes from the February 7, 2018 regular meeting.

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 Meg Cone	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Absent
Board Member Renee Mueller	Absent
Board Member Alana Winkelmann	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Mashall.	Yes

5. Presentation and Discussion Relating to the Donation Funds for the Nancy Carol Roberts Memorial Library

Community Services Director Wende Ragonis presented the Library Donations spreadsheet. Ragonis explained that as of April 12, 2018, there was \$46,029.15 non-capital/undesignated library donations funds available. Ragonis explained that all proceeds from the 2015 Library Gala have been used in the renovated library. Ragonis explained that donation funds from the Fortnightly Club typically go into the Library Department General Fund, with book sale fund put into the circulation line item of the General Fund. At the next Library Advisory Board Meeting, a request from the Board was made to review the Library strategic plan for possible use of the donation funds.

At the February 2018 Library Advisory Board, meeting a request was made to locate the life insurance policy for \$10,000 from Pierre Roberts. Mr. Roberts has taken out this policy for the library. Ragonis explained that we have the renewal of this policy on file in our Human Resources Department.

6. Administrative Report

Andria provide the library report for the last three months.

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Paula Shields
Staff Liaison



MEMORANDUM

TO: Library Advisory Board
FROM: Wende Ragonis
SUBJECT: Public Art Initiative
DATE: June 14, 2018

The Brenham Fine Arts League, located in downtown Brenham, is interested in including the Nancy Carol Roberts Memorial Library in a public art initiative. Art League representative, Evonne Sturm, will discuss this initiative in detail with the LAB at the June 20, 2018 LAB meeting. Once the LAB approves the concept, staff will work with the Art League to create a plan of action.



MEMORANDUM

TO: Library Advisory Board
FROM: Andria Heiges
SUBJECT: Future Donation Needs related to the Library Strategic Plan
DATE: June 18, 2018

The Library Advisory Board was presented with Strategic Plan goals and accomplishments in the February 2017 board meeting. The 6 main goals of the library were reviewed, accomplishments were discussed and new goals were listed for the upcoming year and beyond to 2025. The following are some of these goals that could be achieved with assistance from donation funds:

Goal 1: Support Educational & Learning Opportunities

Need:

Expand educational and cultural programming

Donations would Fund:

Presenters, exhibits, program materials

Goal 2: Foster Community Connections

Need:

Bilingual Outreach

Donations would Fund:

Collection development & Expansion of Spanish/other collections

Goal 3: Empower community by crating awareness of library resources

Need:

Marketing & Promotion of Library resources

Donations would Fund:

Brand Development, Logo, promotional Video, printed brochures

Goal 4: Support Workforce & Economic Prosperity

Need:

Meet workforce and education needs of community

Donations would Fund:

Software, GED prep, training courses

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

Need:

Digitizing history collections, making them accessible

Donations would Fund:

Digitization & indexing of microfilm

Goal 6: Foster an Organizational Culture of Innovation

Need:

Pilot projects - new technology

Donations would Fund:

Virtual reality – healthcare related



MEMORANDUM

TO: Library Advisory Board
FROM: Andria Heiges
SUBJECT: Teen Room Rules
DATE: June 18, 2018

The Nancy Carol Roberts Memorial Library continues to welcome a large number of young adults to both library Teen programs and the library Teen Room. The current library policy adopted in January of 2017 does not include a specific set of rules for the Teen room, nor does it address certain teen behaviors that are frequently observed by library staff.

The library would like to add the following "Teen Room Policies" to our library policy document:

Teen Room Policy

1. Purpose of the Teen Room

1.1 The Teen room is intended for use by patrons over the age of 11 years old, and its purpose is to centralize the information and recreation resources of this age group while offering teens a safe, supportive, and positive space that is uniquely their own.

2. Teen Behavior

2.1 Teens will respect each other, library staff, and other patrons in word and action, therefore:

- rough housing,
- fighting or hitting,
- public displays of affection,
- demeaning or harassing comments,
- and swearing or abusive language will not be permitted.
- Any behavior considered aggressive by the staff may result in the police being notified and further actions may be taken.



2.2 Teens will refrain from noise levels that may be distracting to other patrons and interfere with others' use of the library, its services and materials, therefore:

- loud talking or noise that can be heard in the main area of the library will not be permitted.
- devices that play music may be used with headphones so long as the volume does not disturb others.
- cell phones may be used in the Teen Room so long as their use does not disturb others.

2.3 Teens will respect the overall library environment, and may not engage in activities that disrupt other library users or staff, therefore:

- Smoking on the patio is prohibited. Smoking by anyone under the age of 18 is prohibited by state law.
- Beverages in covered containers are permitted in the library.
- Food may be eaten on the patio or lobby.
- Library staff members are not responsible for patrons' personal belongings left unattended.
- Vandalism, theft or damage of library property or to library grounds is a legal matter and the police may be notified.
- All library policies apply to the Teen Room

3. Enforcement

Teens in violation of the Teen Room Use and Rules will be given a warning. If a second violation occurs, the teen may be asked to leave the library property for a time to be determined by the Librarian.

Library staff reserves the right to immediately ask patrons to leave in cases of extreme behavior or repeated violations over time of the same policy.

Teens who cannot behave may lose library privileges and/or be required to be accompanied by an adult when on library property.