



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, February 20, 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 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 June 20, 2018 Regular Meeting **Pages 3 - 6**
6. Discuss and Possibly Act Upon an Updated Public Art Project for the Nancy Carol Roberts Memorial Library **Page 7**
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 **Pages 8 - 11**
8. Discussion Relating to the Proposed 2019 Meeting Dates **Page 12**
9. Administrative Report
10. Adjourn

CERTIFICATION

I certify that a copy of the February 20, 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 Thursday, February 14, 2019 4:45 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 12, 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.



To: Library Advisory Board
From: Andria Heiges
Subject: Library Advisory Board Officer Appointments
Date: February 12, 2019

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 June 20, 2018 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, Evonne Sturm, Linda Haag, Alberta Kaufman, Tom Sturm and David Haag

- 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**

A motion was made by Janie Mehrens and seconded by Lillian Marshall to approve the Minutes from the April 19, 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 Meg Cone	Absent
Board Member Lu Hollander	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	Yes
Board Member Alana Winkelmann	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

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

Evonne Sturm and Ruth Wilson, representing the Brenham Fine Arts League, shared with the Board their idea to place a bronze sculpture of her character Dibley Seymour, P.I. near the serenity garden at the library. They explained that they met with the Library Advisory Board and they were excited about the idea.

A motion was made by Alana Winkelmann and seconded by Christy Van Dyke to accept initial the proposal with a recommendation to the Parks and Recreation Advisory Board to place a bronze sculpture of The Brenham Fine Arts League character Dibley Seymour, P.I. at the Nancy Carol Roberts Memorial Library.

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	Yes
Board Member Renee Mueller	Yes
Board Member Alana Winkelmann	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

5. Discussion and Presentation of the Nancy Carol Roberts Memorial Library Strategic Plan for Future Use of Undesignated Donated Funds

Librarian Andria Heiges presented this item. Heiges stated that at the February 2017 meeting, the Board was presented with the Strategic Plan goals and accomplishments. There was discussion related to new goals for the upcoming year and beyond to 2025. The following are some of the goals discussed that could be achieved with the assistance from the undesignated donated 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

The Board members were accepting of the undesignated donated funds used for the items listed above.

6. Discussion and Presentation Relating to the Possible Addition of “Teen Room Use and Rules” to the Nancy Carol Roberts Memorial Library Policy

Librarian Andria Heiges presented this item. Heiges explained that the current library policy adopted in January of 2017 did not include specific set of rules for the Teen Room, nor did it address certain teen behaviors that are frequently observed by the library staff. The addition of these rules will need to be presented to Council for formal adoption.

The Board choose to take formal action on this item. A motion was made by Alana Winkelmann and seconded by Janie Mehrens to approve the addition of Teen Room Use and Rules” to the Nancy Carol Roberts Memorial Library Policy as presented.

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	Yes
Board Member Renee Mueller	Yes
Board Member Alana Winkelmann	Yes
Board Member Janie Mehrens	Yes
Board Member Lillian Marshall	Yes

7. Administrative Report

Librarian Andria Heiges provide the library report for the last three months. In addition, Heiges provided the following on the upcoming June/July 2018 programming at the Library.

- Genealogy Class
- Adult Summer Reading
- Children Programming
- Teen Programs

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Paula Shields
Staff Liaison



To: Library Advisory Board Members

From: Andria Heiges

Subject: Public Art Initiative

Date: February 12, 2019

The Brenham Fine Arts League, located in downtown Brenham, is interested in including the Nancy Carol Roberts Memorial Library in a public art initiative. Originally, the league was considering a Bronze statue to be placed on the grounds of the library, but a more recent vision includes a sculpture to be placed for display inside the library facility. Ruth Wilson, will discuss this initiative in detail with the LAB at the February 20, 2019 LAB meeting. Once the LAB approves the concept, staff will work with the Art League to create a plan of action and pursue grant funds.



To: Library Advisory Board Members

From: Andria Heiges

Subject: Annual Review of Goals and Accomplishments

Date: February 18, 2019

Each year the library reviews the strategic plan and considers future goals. The following is a summary of accomplishments in 2017 – 2018 and a summary of future goals up to 2025, as related to the Nancy Carol Roberts Memorial Library Strategic Plan.

Goal 1: Support Educational & Learning Opportunities

Accomplished in 2017-2018

- 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

- 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

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

- 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

- 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

- 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 materials.

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							



To: Library Advisory Board Members
From: Andria Heiges
Subject: Recommended Meeting Dates for 2019
Date: February 18, 2019

The following dates are being proposed for 2019. 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 17 at 5:15 p.m.**
- **Wednesday, June 19 at 5:15 p.m.**
- **Wednesday, August 21 at 5:15 p.m.**
- **Wednesday, October 16 at 5:15 p.m.**
- **Wednesday, December 18 at 5:15 p.m.**