



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, August 21, 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. **Discuss and Possibly Act Upon the Election of a Secretary for a Term of One (1) Year** **Page 1**
4. **Discuss and Possibly Act Upon the Approval of the Minutes from the June 19, 2019 Regular Meeting** **Pages 2-5**
5. **Discuss and Possibly Act Upon Chair Rail Solution for Facility Repairs** **Page 6**
6. **Presentation and Discussion- Recapping of Summer Events and Upcoming Programming** **Pages 7-8**
7. **Administrative Report**
8. **Adjourn**

CERTIFICATION

I certify that a copy of the August 21, 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 Friday, August 16, 2019 at 2:00 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

From: Andria Heiges

Subject: Library Advisory Board Officer Appointment – Secretary

Date: August 19, 2019

As mandated Chapter 2 of the City’s Code of Ordinances, the members of the Library Advisory Board shall elect a secretary annually. The secretary shall assist with recording the minutes at all meetings of the board. The term will end on December 31, 2019.



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday June 19, 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:

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

Advisory Board Members absent:

Christy Van Dyke and Janie Mehrens

City staff present:

Andria Heiges and Kacey Weiss

Others present

None

- 1. Call Meeting to Order**
- 2. Citizen and Visitor Comments**
- 3. Introduction of New Board Member**

Dr. Jamey Johnson introduced herself to the board.

- 4. Discuss and Possibly Act Upon the Approval of the Minutes from the February 20, 2019 Regular Meeting**

A motion was made by Lu Hollander and seconded by Lillian Marshall to approve the Minutes from the February 20, 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	Yes
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	Absent
Board Member Lillian Marshall	Yes

5. Presentation and Discussion Related to the Library Technology Needs Assessment and Edge Initiative

Librarian Andria Heiges presented this item. Heiges stated that library was invited to participate in an initiative through the Urban Library Council known as the Edge Study. The statewide program, funded by the Bill and Melinda Gates Foundation, takes participants through a survey which evaluates library technology services in different categories, including:

- Digital Skills & Economic Opportunity
- Civic Engagement, Education & Health
- Community Needs & Community Leaders
- Technology Planning & Staff Expertise

Heiges state that in comparison to peers of the same service population, the report showed that the library’s strengths are its classes, access to digital tools and community outreach & engagement. The weaknesses are lack of citizenship and foreign language classes, and lack of assessments of existing programs. She stated that this evaluation would help shape future service goals for the library and asked for future board input on what they would like to see in the form of library technology offerings.

6. Discuss and Possibly Act Upon Recommended Changes to Policy and Interlibrary Loan Fees

Andria Heiges stated that the addition of the Teen Room Policy in June of 2019 has been extremely useful in correcting bad behavior, but that a few adjustments were needed after observing issues related to gaming by teens in the teen room.

A motion was made by Lillian Marshall and seconded by Sabrina Roberts to remove Gaming Policy Rule 3.3 and replace it to read- Gaming by teens on desktop computers is limited to 1 hour per day for teens unless accompanied by a parent; and to change Gaming Policy 3.6 to read – Open gaming will be limited to 1 turn per day on each game system. Each turn will be up to one hour, or can continue if no one is waiting for the game. Users must end play immediately at the request of the staff or 15 minutes before closing.

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	Yes
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	Absent
Board Member Lillian Marshall	Yes

Librarian Andria Heiges then presented about changes to Interlibrary Loan fees. Heiges stated that at a recent library conference it was brought to her attention that most public libraries do not charge for Inter Library Loan (ILL) services. The library currently charges its patrons \$3 per item to cover the cost of postage. A grant available through the Texas State Library offer is a re-imbusement program for libraries and will pay \$9 for every item borrowed from NCRML by other libraries. Heiges proposed using this grant to cover the cost of postage and recommended eliminating the \$3 ILL fee for library patrons.

A motion was made by Renee Mueller and seconded by Marshia Foster to eliminate the current ILL fee of \$3 and to participate in the TSLAC grant re-imbusement program for 2019-2020.

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	Yes
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	Absent
Board Member Lillian Marshall	Yes

7. Discussion Relating to Facility Repair Needs

Librarian Andria Heiges presented this item. Heiges stated that the library meeting spaces have been well used by the community since the library re-opened in 2016. Heiges explained that a 2nd chair rail was needed in certain rooms to assist with wall damage from chairs and tables. The board agreed to look at color samples from Inpro for a Palladium Vinyl Rubrail at the next board meeting.

8. Administrative Report

Librarian Andria Heiges provide the library report for February 2019 through May 2019. In addition, Heiges provided the following on the upcoming May/June 2019 programming at the Library.

- Health & Exercise Classes
- Craft Classes
- A large donation by the Fortnightly Club
- Summer Reading – A Universe of Stories Program Schedule

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Andria Heiges
Staff Liaison



To: Library Advisory Board Members
From: Andria Heiges
Subject: Chair Rail Color Selection
Date: June 17, 2019

At our last board meeting on June 19, 2019 the board discussed two different solutions listed below for a chair rail to help with wall damage throughout the facility.

- (1) Fischer Tile & Floor Coverings, Inc
 - i. Laminate Stripe for a total of \$14/foot – includes installation
- (2) Inpro
 - i. Palladium Rubrail- Vinyl -\$4/foot material only (maintenance to install)

We agreed to go with option (2) Inpro Vinyl materials, and agreed to follow up with color samples and a more accurate quote including labor.

Stephen Draehn, the City of Brenham maintenance supervisor has stated that the maintenance department would complete the installation at no cost to the library, resulting in a cost savings with the vinyl chair rail.

In order to move forward a color selection needs to be made.



To: Library Advisory Board Members
From: Andria Heiges
Subject: Summer Recap and Upcoming Events
Date: August 19, 2019

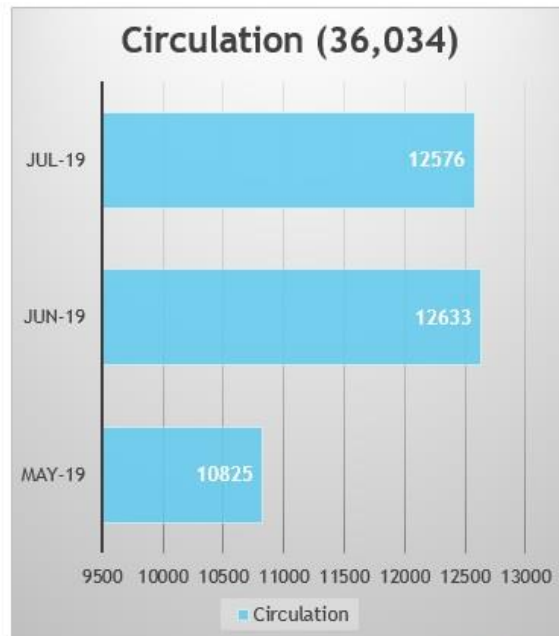
SUMMER RECAP:

The Nancy Carol Roberts Memorial Library enjoyed a busy summer. The following statistics summarize our successful 6 weeks long Summer Reading Program (SRP):

Summer Reading

Statistics

- 760 Registered
- Adults Kids 0-4 Kids 5-10 Teens
107 348 148 152
- Blackouts : 122
- Kids Program Attendance:
Kids: 1464 Adults: 506
Teens: 277 Adults: 50



The Library closed out the 2019 Summer Reading Program – A Universe of Stories with a pool party for all of the kids who completed a full Blackout BINGO card. Teens ended the program with an ice cream demo from SubZero Nitrogen Ice cream. Kids enjoyed a special visit from the Washington County EMS with a drone demonstration, telescope making, mad science, and a magic show this month.

Other programs in July included:

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- The Washington County Genealogical Society- hosted Michael Addicks and Mary Kubeczka who demonstrated the process of doing genealogy on the free website Family Search.
 - Over 200 adults enjoyed programs this month including: a bottle art craft during Crafty Cafe, a “Road Trip Through Excel” computer class, Legal assistance through web conferencing and a Yoga Blast exercise class. Murder mystery and True Crime books were discussed at the Page Turners Library book club.
 - Over 100 teens attended programs including the Books and Bites book club, summer reading programs, and a special Wind Turbine building program in conjunction with the Washington County Read book, The Boy Who Harnessed the Wind.

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- The Library collaborated with For the City to collect backpacks for the annual community wide school supply drive benefiting Brenham and Burton ISD students. We offered a fine forgiveness program allowing patrons to donate 1 new backpack in order to have all fines forgiven. The library collected over 200 backpacks and forgave over \$840 in fines.
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