



## Library Advisory Board

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A meeting of the Library Advisory Board was held on Wednesday October 21, 2020 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Lillian Marshall, Carol Kiphart, Elizabeth (Lisa) Coker, Sabrina Roberts, Lu Hollander, Janie Mehrens, and Renee Mueller

Advisory Board Members absent:

Jody Tyson

City staff present:

Andria Heiges

Others present`

None

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

The board was introduced to Carol Kiphart and Lisa Coker, the two new board members. Lisa was informed that her term was through December of 2020, and Carol was informed that her term was through December of 2021.

- 4. Discuss and Possibly Act Upon the Approval of the Minutes from the June 17, 2020 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Renee Mueller to approve the Minutes from the June 17, 2020 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	Yes
Board Member Carol Kiphart	Yes
Board Member	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	<b>Absent</b>
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

## **5. Presentation and Update Regarding FY 2021 Grant Awards**

Librarian Andria Heiges announced that the Library has received three grants for a total of just over \$36,000. Two grants from the TSLAC and one from Texas Book Festival. The first grant through TSLAC is the Tech Academy Grant that provides training for developing of a technology plan and then funds a technology project for up to \$10,000. This grant focuses on reaching non-English speaking members of the community and will include an outreach program through the use of translation devices, special library tours, and materials in multiple languages.

The second grant for approximately \$14,000, is funded through the federal CARES act and will fund live tutoring software, a mobile VIBE smartboard, a website redesign, 10 hotspots, and 5 Chromebooks with LTE. The third grant through the Texas Book Festival will fund the purchase of Large Print books for our collection in the amount of \$2,500. The Library has until September of 2021 to spend the funds.

## **6. Presentation and Discussion Related to Technology Updates**

Librarian Andria Heiges discussed possible technology purchases from the Library's donated funds which would include upgraded sound equipment in the Green Screen room and a Smart Bin. The improved sound includes lapel microphones that record a higher sound quality and an additional ceiling microphone. Additional improvements allow for live meetings with the camera in addition to recording. The Smart Bin from FE Technologies uses RFID technology to check in items as they are returned through the indoor return slot. This will save staff valuable time and clear up patron accounts so that they can check out more materials.

## **7. Presentation and Discussion Related to the Library's COVID-19 (Coronavirus) Response and Re-Opening Plan**

Librarian Andria Heiges provided a summary of the Library's re-opening plan and explained that they were currently in phase II, which includes opening to the public at 75% occupancy while following social distancing protocols. The Library started phase II on August 31<sup>st</sup> with new hours which are Monday through Thursday from 10am to 6pm, Friday from 10am to 5pm, and Saturday

from 10am to 1pm. Masks are required inside the library by staff and patrons, and group sizes are limited to 10 people or less. Study rooms, meeting spaces, and public computers are open and available for use, and staff sanitizes rooms and equipment after each use.

## 8. Administrative Report

Librarian Andria Heiges provide the library report for the last six months. In addition, Heiges provided the following updates on programming at the Library.

- Staffing
  - Ethel Randle retired after 49 years of employment with the City of Brenham
  - Will Felder has moved to the City Warehouse from the Library IT position
  - DeeDee Michel will be starting a full-time position as a Circulation Specialist
  - Currently a part time position is posted for Library Clerk I
- The Library continues to offer digital storytimes through Facebook with Miss LouLou
- Teens are enjoying a Wi-Fi lounge and picking up take home kits on the last Tuesday of every month
- Adults are participating in a monthly Zoom Book Club

Meeting adjourned.

  
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~~Keith Herring~~ *Renee Ann Mueller*  
~~Chair Person~~ *Vice Chair Person*

ATTEST:

  
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Andria Heiges  
Staff Liaison