



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday August 18, 2021 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, Jerry Jares, Sabrina Roberts, Lu Hollander, Janie Mehrens, Jody Tyson, and Renee Mueller

Advisory Board Members absent:

None

City staff present:

Andria Heiges, Tammy Murphy, and Carolyn Miller

Others present

None

- 1. Call Meeting to Order**
- 2. Citizen and Visitor Comments**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the June 16, 2021 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Lu Hollander to approve the Minutes from the June 16, 2021 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 Jerry Jares	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

4. Presentation and Discussion of Librarian Search Process

Librarian Andria Heiges and Assistant City Manager Carolyn Miller announced Andria will be leaving the Library on August 21, 2021 and presented the proposed plan for the Librarian Search Process. A committee of community members has been formed to conduct interviews scheduled for October 1, 2021. The plan includes written questions, first round interviews, interactions and tours with staff and community members, and a final round of interviews with the top candidates conducted by city staff. Tammy Murphy will be the interim librarian until the hiring of a candidate for the position.

5. Presentation and Discussion of Proposed Library History Wall

Librarian Andria Heiges presented the three vendors and available quotes for the Library History Wall to be purchased through donation money. Brand It Graphix, Faubion Advertising and Design, and IZone Imaging have provided proposed designs. Committee members requested vendors be asked to present a time frame, a mockup, and a final price quote. The design was discussed, and ideas included simplicity, odd number of panels to be used, staggered panel heights, timeline of library and Fortnightly included, and a table top flip book display for additional pictures and information. Lu Hollander discussed plans for trimming down the timeline information. A Special Meeting need will be determined.

6. Presentation and Discussion of Proposed Donation Fund Expenditures

Librarian Andria Heiges stated the Library would like to use donation funds to purchase an archival acrylic vitrine from Vendor Gaylord for \$1200 to display and protect the antique tapestry. Keith requested the vitrine be lockable, and Lillian requested the case be removeable to access the tapestry if repairs are done at a later date. Janie and Sabrina are continuing to search for artists who are qualified to make repairs to the antique tapestry. A motion was made by Renee Mueller to purchase the vitrine that locks and opens to access the tapestry and seconded by Lillian Marshall. 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 Jerry Jares	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

Heiges also stated that that the Library would like to use donation funds to purchase an archival scanner to digitize parts of the current Genealogy collection as well as future projects for the library, city, and community. The board discussed types of scanners, the top brands, and most usable features. Heiges recommended the Zeutschel OS 15000 Comfort model for approximately \$9,995. She stated Vendor Crowley was very informative, offers live or video demos, and different pricing options. The board agreed to form a small committee of members Jerry Jares, Point of Contact Janie Mehrens, Jody Tyson, and Tammy Murphy to visit the Texas A & M library to use the scanner, to follow up with the vendor and schedule a demo, to coordinate with city IT staff to check computer and internet compatibility, and to write a Use of Scanner Policy for the Library.

7. Presentation and Recapping of Library's 2021 Summer Reading Program

Librarian Andria Heiges announced that the 2021 Tails and Tales Summer Reading program was a great success. Heiges stated that 520 participants registered, and 1,150 prizes were given to all ages for reading. The participants exceeded the community goal of 100,000 minutes read by reading 232,814 minutes with more than 3,800 books completed. 396 challenges were also completed in addition to their reading goals. Programs, take home kits, free books, and reading were enjoyed by many in the local community.

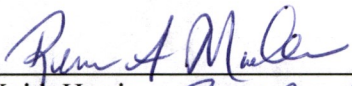
8. Administrative Report

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

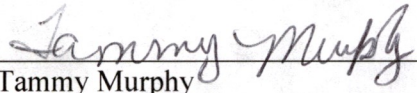
- The Library has continued adding programming back to the schedule with a gaming tournament for teens, a weeklong sewing camp for youth to create various sewing projects, and an Android device workshop for adults.
- The Fortnightly Club continues to work with Andria Heiges to plan for the 120th Library Birthday event on February 8, 2022, and is having a weeklong book sale beginning Feb 21-26, 2022.
- The Library is working with the City of Brenham to create term expiration schedules. More information will be available at the next meeting October 20, 2021.

Librarian Andria Heiges was honored by the Library Advisory Board and Fortnightly Club for her years of service and dedication to our community.

Meeting adjourned.


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

ATTEST:


Tammy Murphy
Staff Liaison