



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, December 20, 2023 @ 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 October 18, 2023 Regular Meeting**
- 4. Discuss the Teen Room Rules of Use**
- 5. Presentation and Update of Board Appointments**
- 6. Administrative Report**
- 7. Adjourn**

CERTIFICATION

I certify that a copy of the December 20, 2023 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the Nancy Carol Roberts Memorial Library door at 100 MLK Jr. Pkwy, Brenham, Texas on Friday, December 15, 2023 at 4:30 p.m.

Tammy Murphy

*Tammy Murphy, Interim Librarian
Nancy Carol Roberts Memorial Library*



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday October 18, 2023 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Sabrina Roberts, Lu Hollander, Janie Mehrens, Jody Tyson, and Renee Mueller

Advisory Board Members absent:

Lillian Marshall, Jerry Jares, Carol Kiphart

City staff present:

Susan Nienstedt and Tammy Murphy

Others present

Dee Dee Michel

- 1. Call Meeting to Order** Library Advisory Board Chairman Keith Herring presided and called the meeting to order. A quorum was present, and the meeting continued.
- 2. Citizen and Visitor Comments** Visitor Dee Dee Michel introduced herself and appealed to the Board for their support in hiring her for the librarian position. Mrs. Michel stated she had been passed over for the job the last time it was available but wanted to express her continued interest in the position. She continued by stating she did not have her Master of Library Science but neither did Andria Heiges when she was hired with the stipulation of obtaining the degree after her hire date. Mrs. Michel reminded the Advisory Board that TSLAC does not require a library with our city population to have an MLS certified librarian. Keith Herring thanked Dee Dee Michel for coming and explained that the policy requires no comment is made by the members.

3. Discuss and Possibly Act Upon the Approval of the Minutes from the April 19, 2023 Regular Meeting

The minutes from the April 19, 2023 meeting were reread and action was taken. A motion was made by Janie Mehrens and seconded by Sabrina Roberts to approve the Minutes from the April 19, 2023 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	Absent
Board Member Carol Kiphart	Absent
Board Member Jerry Jares	Absent
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. Discuss and Possibly Act Upon the Recommended Additions to Teen Room Rules of Use

Interim Librarian Tammy Murphy reread the June 21, 2023 memo from Idalia Avezuela asking the Board to discuss and possibly take action on a Teen Room policy. Chairman Keith Herring pointed out that the Library Advisory Board had tabled any action on the proposed teen policy on June 21. Janie Mehrens read her notes of the June 21 discussion with questions the Board had about the proposed policy.

Keith Herring suggested tabling the proposed policy again and forming a subcommittee to write the Teen Room Policy. Subcommittee members suggested were Tammy Murphy, Janie Mehrens, and Renee Mueller. The motion to table the policy and create a subcommittee was made by Lu Hollander and seconded by Renee Mueller. Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Carol Kiphart	Absent
Board Member Jerry Jares	Absent
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

5. Presentation and Discussion of Librarian Search Process

City Supervisor Susan Nienstedt presented a draft of the Librarian Recruitment Brochure. Mrs. Nienstedt said the position would be advertised on the city website, social media, and other hiring platforms. She asked the committee for any input on what was to be included or excluded from the brochure. Renee Mueller suggested adding the Librarian needs to live in or relocate to the county and be a part of the city and community events. Janie Mehrens stated that only the city manager is required by ordinance to live in the city. Mrs. Nienstedt said it could be worded to encourage the Librarian to be a member of and active in the community. Discussion was held on the requirement of a Master of Library Science Degree. Mrs. Nienstedt reported the city population amount did not require an MLS degreed librarian to be an accredited library. Lu Hollander stated that it was beneficial to maintain the requirement of an MLS degree. Board members discussed the scenario of candidates who were willing to obtain an MLS or were in the process of obtaining one. The Board agreed the candidates should be in the process of obtaining one. Jody Tyson and Renee Mueller asked that further research be done on how far in the process a candidate must be and how current the course work must be. Keith Herring requested that the Interview Panel emphasize to the final candidates the importance of the Library Advisory Board and The Fortnightly Club. Susan Nienstedt will reach out to community members such as the Blinn Librarian, Brenham ISD staff, and City of Brenham Staff to be a part of the Interview Panel. Members from the Library Advisory Board and The Fortnightly Club suggested were Jody Tyson, Lu Hollander, and Keith Herring. The final recruitment brochure will be emailed to Board members.

6. Presentation and Discussion of Board Appointments and Re-Appointments

Staff Liaison Tammy Murphy read a memo from City Secretary Jeana Bellinger concerning Library Advisory Board appointments and re-appointments according to how Mayor Kenjura requested board appointments be handled. Current member Carol Kiphart is the only LAB city member eligible for re-appointment. Mrs. Kiphart had submitted her resignation email before the meeting, and it was read to the Board. The vacancy will be reported to Jeana Bellinger's office by Tammy Murphy. Lu Hollander will take the LAB Fortnightly members' names to the next Fortnightly meeting and discuss who is eligible for re-appointment or if an appointment of another Fortnightly member is needed to the LAB. All appointments will be taken to the City Council on December 21, 2023.

7. Presentation and Discussion of Circulation and Donation Fund Expenditures

Staff Liaison Tammy Murphy provided charts on how the Circulation budget was allocated in 2023 including the donation from the Fortnightly Club. Janie Mehrens requested a Donation Fund report, the End of Fiscal Year 2023 Budget report, and a copy of the Fiscal Year 2024 Budget be sent to LAB members.

8. Administrative Report

Staff Liaison Tammy Murphy provided the library report for the last four months. In addition, Murphy provided the following updates at the library.

- New part time staff member Aubrie Cano, Federal Work Study Blinn student Marisol Coronilla, and Workforce Solutions Earn and Learn Program participant Kate Barnes have joined the library staff.
- Programming continues with Tuesday programming for children, Thursday programming for teens, and some Saturday Sewing programming for adults.
- New calendar and reservation systems will need to be found and reported on at the next LAB meeting as the current system is ending service in December 2023.

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison



MEMORANDUM

To: Library Advisory Board Members

From: Susan Nienstedt, Director of HR & Risk Management

Subject: Teen Room Rules of Use

Date: November 15, 2023

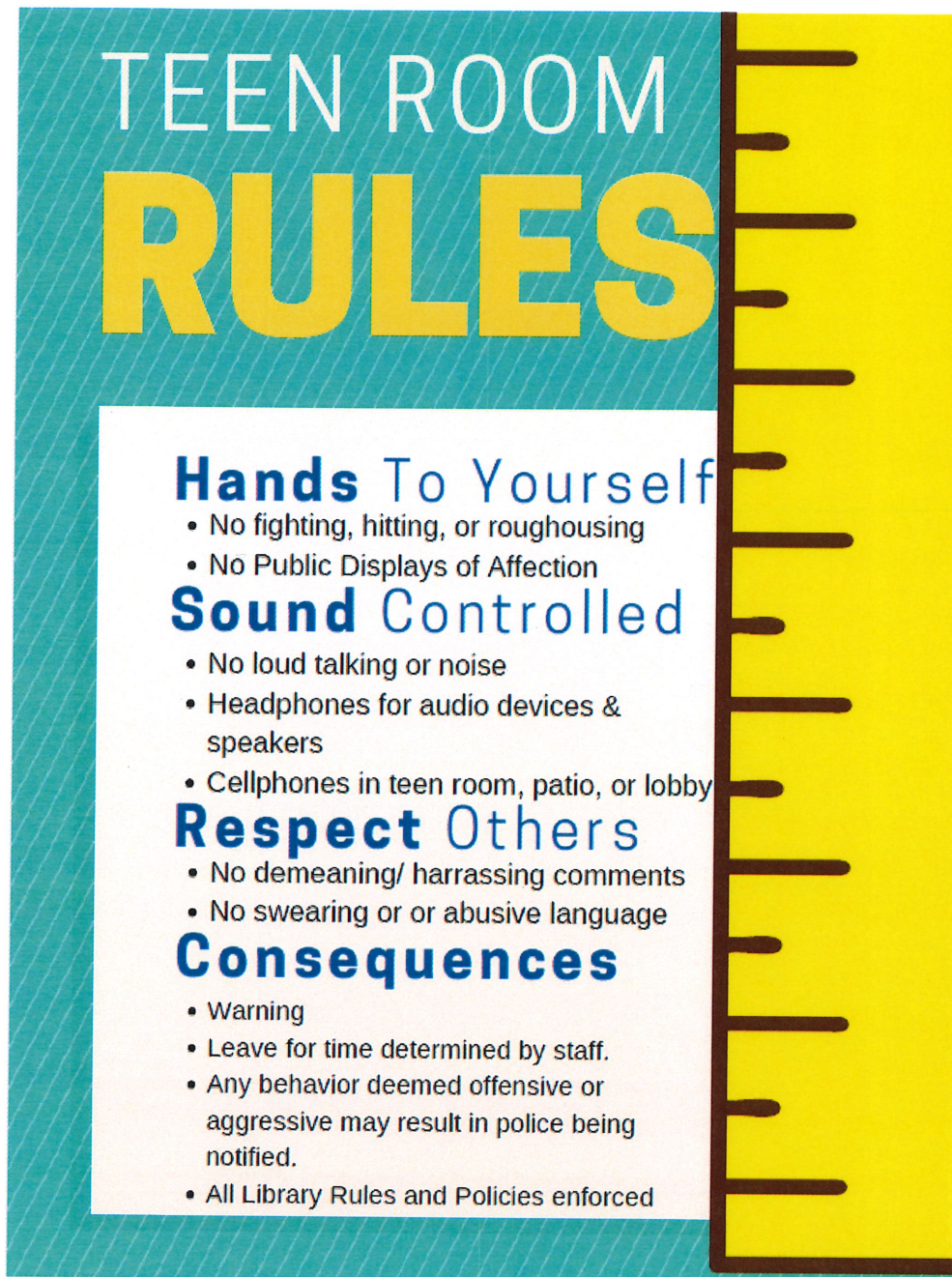
At the June 21, 2023 advisory board meeting, changes to the teen room rules were proposed and discussed by the board members and previous Librarian. The recommendation at the time was to make a change to the room rules to allow teens exclusive access to the communal areas during a certain time period. These recommendations were in response to instances of adults utilizing the Teen Room to conduct business on their laptop or cell phone. On November 8th, Renee Mueller, Tammy Murphy, and myself met to discuss the teen room policy and rules of conduct. We found several items included on the draft Teen Room Policy were duplications of already established Library Policy and is not necessary to repeat in a separate document. We revised the Purpose of the Teen Room statement as follows:

The Teen Room welcomes everyone. The furniture, tables, chairs, and technology are reserved for use by Teens ages 11 through 18. The purpose of the Teen Room is to centralize the information and recreation resources of this age group while offering teens a comfortable space to use in the library. The collection is available for all to use, read, and check out. Children aged 10 and under must be accompanied by a parent when accessing the collection in the Teen Room.

After further consideration and discussion I feel this can be addressed with appropriate signage on the Teen room door, inside the room, and information posted at the front desk for patrons to view. There have not been issues of adults utilizing the Teen Room in the last several months, and library staff feel it can be addressed utilizing the current Library Policy rules and the above additional Teen Room Rules statement. The Library Policy will be reviewed and revised if needed once a Librarian is hired and becomes familiar with the library and our community. Tammy Murphy, Interim Librarian, and staff have already taken steps to provide the signage below.



Sign on Teen Room Door



Teen Room Rules posted inside the room

With these immediate changes, we feel the issue can be easily resolved. Please feel free to reach out to me via email or phone at 979-337-7512 if you have any questions or concerns.

Anyone with a Texas photo ID may apply for a library card. Minors under the age of 16 must have a parent or guardian sign their application with them.

By signing your library card, you agree to abide the library guidelines and to follow all library rules including:

- You assume responsibility for all overdue items, fines, and fees on this account including damaged and lost library items.
- You will notify the library if your card is lost or stolen, your name changes, or your address changes.
- You understand the library is not responsible for monitoring items checked out or resources used in the library. Your choices rest with you and/or the parent or legal guardian.
- You understand the library is not responsible for information accessed that may be offensive and/or illegal.
- You understand the library is not responsible for personal information left on the computer.

Parents and/or guardians, in addition to the above rules:

- You accept responsibility for all activity on this minor's account.
- You understand the choices of your minor's checkouts and resources used in the library rest with you.

ALL SEATING
AND TABLES

RESERVED

FOR TEEN USE

ROOMS AND OTHER SEATING
AVAILABLE IN THE LIBRARY MAIN AREA



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Update of Board Appointments

Date: December 20, 2023

The City of Brenham is in the process of appointing a board member to the vacant position left by Carol Kiphart. The application time period has ended. Six applications for the Library Advisory Board were received. A subcommittee from City Council will review the applications and make a recommendation for the appointment.



To: Library Advisory Board Members
From: Tammy Murphy
Subject: Administrative Report December
Date: December 20, 2023

The Nancy Carol Roberts Memorial Library provides monthly statistics to the Library Advisory Board. These are included on the next page.

Admin Updates

- The Librarian Search continues with 3 candidates moving to the questionnaire and essay stage. Applications are still being taken.
- Lindsay Cates returned to employment during the college semester break.
- The LibCal Reservation System went in to full effect on Dec 18, 2023. Staff has been trained and made the transition smoothly.
- The Interlibrary Loan Support System is being changed from Navigator to SHAREit by AutoGraphics. TSLAC webinars have begun providing details of the transition. A tentative schedule is Late January for training options and June for a full transition.
- The Archival Scanner had a yearly maintenance checkup. The Crowley technician recommended getting a beveled glass cover for books to create a flatter, better scan and to consider adding a foot pedal to help when scanning alone.



Nancy Carol Roberts Memorial Library

Oct 2023

*Monthly Statistics – Table 1

Oct 2023 Statistics	Number
Visitors	4956
New Library Cards	88
Computer Sessions	705
Circulations	7756

*Monthly Statistics – Table 2

Nov 2023 Statistics	Number
Visitors	4451
New Library Cards	84
Computer Sessions	586
Circulations	7365

Nov 2023