



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, April 19, 2023, @ 5:15 p.m.**  
**Nancy Carol Roberts Memorial Library**  
**100 Martin Luther King Jr. Pkwy.**  
**Brenham, Texas**

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1. Call Meeting to Order
2. Citizen and Visitor Comments
3. Discuss and Possibly Act Upon the Approval of the Minutes from the February 15, 2023, Regular Meeting **Pages 1-4**
4. Discuss and Possibly Act Upon Recommended Changes and Additions to Library Policies **Page 5**
5. Discussion Related to the Library's 2023 Summer Reading Program **Page 6**
6. Discussion Related to the Upcoming Meeting Dates **Page 7**
7. Administrative Report **Pages 8-9**
8. Adjourn

***CERTIFICATION***

*I certify that a copy of the April 19, 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, April 14, 2023, at 4:30 p.m.*

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*Idalia Avezuela*  
**Idalia Avezuela**  
**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



## Library Advisory Board

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A meeting of the Library Advisory Board was held on Wednesday, February 19th, 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, Carol Kiphart, Sabrina Roberts, Lillian Marshall, Janie Mehrens, and Lu Hollander

Advisory Board Members absent:

Jerry Jares, Renee Mueller, and Jody Tyson

City staff present:

Idalia Avezuela

Others present

None

- 1. Call Meeting to Order** Library Advisory Board President Keith Herring presided and called the meeting to order. A quorum was present, and the meeting continued.
- 2. Citizen and Visitor Comments** none
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the October 19, 2022, Regular Meeting**

A motion was made by Renee Mueller and seconded by Carol Kiphart to approve the Minutes from the October 19, 2022, regular meeting.

Library Advisory Board President Keith 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	Absent
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Absent

#### **4. Update on Board Appointments and Reappointments**

During the City Council meeting on December 15<sup>th</sup>, 2022, Council Members Reappointed Keith Herring, Lillian Marshall, and Jerry Jares for another term. Carol Kiphart asked if there was a staggering in the Board appointments and was informed that since the Fortnightly Club board members were allowed a separate system for the library, they resolved that themselves. Keith Herring clarified that the terms were two years and that since they were changed recently, it allowed the current members to stay appointed. Idalia Avezuela mentioned that Carol Kiphart's term ends this year, and reappointment paperwork needs to be filed in October.

#### **5. Discuss and Possibly Act Upon Current Art Display Plans at the Nancy Carol Roberts Memorial Library**

Librarian Idalia Avezuela explained that she had had conversations with artist Ruth Wilson regarding her Dibley Seymour sculpture displayed in the library foyer and how she was under the understanding that other sculptures with a similar theme were supposed to be donated to the library. The library would acquire display cases to exhibit those sculptures in different places around the library. Ms. Avezuela explained that she had the opportunity to see the sculptures, and they varied in size, some being smaller than Dibley and others about the same size. She also explained that Gaylord had requested an estimate for display cases for the collection. Ms. Lu Hollander, Mr. Keith Herring, Ms. Lillian Miller, and Ms. Janie Mehrens mentioned that they remember the agreement differently. They recognized that the idea was to have a rotating exhibit with the sculptures, and each sculpture would have a book written about it, just like Dibley did. Ms. Avezuela mentioned that if that had been understood, it was an idea she would support. However, Ms. Ruth Wilson insists that the plan was to have all the sculptures as a permanent collection at the library and that the quote from Gaylord showed that the former librarian considered it. Nonetheless, this is the only proof that this was a set agreement since no one else was aware. Ms. Avezuela further explained that as much as she likes the sculptures, she does not favor a permanent exhibit of such proportions, mainly if it is art made by one artist. The library is often praised for its practical and spacious layout, and an exhibit of that magnitude would take up too much of that space. Ms. Avezuela mentioned that she has plans to have rotating exhibits by different artists in the community, and having a large-scale permanent display from a single artist does not match the mission of a public library. To finish her statement, Ms. Avezuela advised that Ms. Ruth Wilson wants all her sculptures together. If the library doesn't proceed

with the project, she would eventually like to take Dibley to keep the collection together. The board decided to make a motion to offer Ms. Wilson the opportunity to have her sculptures displayed as an annual rotating exhibit in the foyer under the condition that a book would be written about each sculpture and presented in a public program for the community. Ms. Sabrina Roberts motioned, and Ms. Carol Kiphart seconded with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Yes
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Absent

#### **6. Presentation and Discussion of the Ingram Inclusivity and Core Collection Audit**

Librarian Idalia Avezuela presented the overall results of the Ingram collection audit for diversity and inclusivity. She explained that the presentation was mostly the raw results, which are compared to a national average for public libraries, and further assessments were in progress using that data. Overall, Ms. Avezuela pointed out that one of the library's strongest areas is the teen collection, which was well-balanced on all accounts. On the flip side, the adult collection showed gaps in its core collection and for inclusivity (cultural diversity, neurodiversity, core topics, etc.). However, according to Ms. Avezuela, it does not require emergency attention and will give her time to finish a full assessment before purchasing remedial materials. The children's collection is borderline average under Ingram's parameters. Ms. Avezuela showed all the sub-categories analyzed (specific cultural groups, religions, subjects) and all the recommendations Ingram gave to fill the gaps. She explains that the core collection will be built, then assessed based on local needs.

#### **7. Discussion Related to the Ingram Library Audit**

Librarian Idalia Avezuela explained that the Ingram Inclusiveness and Core Collection audit is in progress and should be done by the end of November. The audit will provide reports, comparisons with similar libraries, and ways to purchase the needed materials.

Ms. Avezuela also explained that the audit would be a total of \$7,000 for the audit, instead of the original \$5,000. Ms. Avezuela explained that it was worth the expense and will provide good information for the long-term health of the collection. The insights will help assess weaknesses and strengths in the current collection and will help develop it into a sustainable collection of resources.

## **8. Discussion Related to the Upcoming Meeting Dates**

Librarian Idalia Avezuela provided dates for the upcoming meetings for 2023. These dates are: April 19<sup>th</sup>, June 21<sup>st</sup>, August 16<sup>th</sup>, October 18<sup>th</sup>, and December 20<sup>th</sup>. Ms. Avezuela reminded everyone that the December 20<sup>th</sup> date could be moved to an earlier date since it is so close to the Christmas holidays.

## **9. Administrative Report**

Librarian Idalia Avezuela presented statistics regarding the use of the library. She mentioned that the people counter was not working for a while, so that the statistics would be estimated. There were some inconsistencies regarding circulations for November and January since the numbers were the same. Further, review Ms. Avezuela mentioned that she was particularly pleased that hot spots were circulating well and that services for the Hispanic community have significantly improved.

Meeting adjourned.

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Keith Herring  
Chairperson

**ATTEST:**

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Idalia Avezuela  
Staff Liaison



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Changes to Library Policies

Date: April 19, 2023

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The original policy document included in the Nancy Carol Roberts Memorial Library 10-year master plan is under review. The goal is to eventually present a fully edited and updated document that better reflects current library needs. However, some policies might require creating an amendment document to implement the rules effective immediately. Later, these amendments can become part of the official revised document. The following are the policies to be discussed:

- Currently, the policies allow outside entities to book the Roberta C. Johnson Room (Program Room), Room A, and Room B no more than once a month but can be booked for a whole year. I am proposing reducing this to 6 months due to high demand. This will give more entities a chance to use our facilities.
- Currently, the policy is very confusing regarding whether you need a library card to reserve rooms at the library. I will discuss this in detail to create a more precise version of the policy.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: 2023 Summer Reading Program

Date: April 19, 2023

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Arrangements for the 2023 Summer Reading Challenge are moving forward on schedule. The theme for this year is "All Together Now" and will have the same format as last year for children and teen presentations and activities. This year we have also expanded the adult program offerings, bringing calligraphy and creative writing events. Outreach efforts have been evaluated and expanded for publicity purposes and to have a better estimate of attendance, and promotional materials are now available and provided in English and Spanish. Improved publicity and outreach aims to advance inclusiveness efforts.





To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Meeting Dates for 2023

Date: April 19, 2023

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The following dates are being proposed for 2023. Please check your calendars to confirm these dates 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 5:15 pm. A special meeting may be called upon as needed.

- **Wednesday, June 21, at 5:15 p.m.**
- **Wednesday, August 16, at 5:15 p.m.**
- **Wednesday, October 18, at 5:15 p.m.**
- **Wednesday, December 20, at 5:15 p.m.**



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Administrative Report

Date: April 19, 2023

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Below are the statistics for the months of February and March 2023.

Feb 2023	Amount	Units
Visit Counter	3,933	people
Technology Checkouts	9	laptops
Technology Checkouts	6	chromebooks
Technology Checkouts	14	hot spots
Circulations	7,074	checkouts
Computer Use	624	sessions
Telephone Usage	498	calls
New Accounts	91	cards
Renewed Accounts	211	renewals
Community Service	139.5	hours
Volunteer Total	106.5	hours
Dibs Reservations	98	reservations
Spaces Reservations	37	reservations

<b>Mar 2023</b>	<b>Amount</b>	<b>Units</b>
Visit Counter	5,937	people
Technology Checkouts	13	laptops
Technology Checkouts	20	chromebooks
Technology Checkouts	18	hot spots
Circulations	8,117	checkouts
Computer Use	757	sessions
Telephone Usage	507	calls
New Accounts	103	cards
Renewed Accounts	268	renewals
Community Service	135	hours
Volunteer Total		hours
Dibs Reservations	104	reservations
Spaces Reservations	26	reservations