



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, February 21, 2024 @ 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. Introduction of New Board Member**
- 4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for a Term of One (1) Year**
- 5. Discuss and Possibly Act Upon the Approval of the Minutes from the December 20, 2023 Regular Meeting**
- 6. Discussion Relating to the Proposed 2024 Meeting Dates**
- 7. Discuss and Possibly Act Upon a Purchase of Book Carts for the library.**
- 8. Administrative Report**
- 9. Adjourn**

***CERTIFICATION***

*I certify that a copy of the February 21, 2024 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, February 16, 2024 at 3:30 p.m.*

*Tammy Murphy*

*Tammy Murphy, Interim 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 Members  
From: Tammy Murphy  
Subject: Library Advisory Board Member Appointment  
Date: February 16,2024

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In December, the City Council unanimously appointed one (1) new member to the Library Advisory Board to serve a three (3) year term. The new member is:

- Will Corn: Mr. Corn is a teacher at Brenham High School. He has lived in Washington County most of his life and is a multi-generational Brenham Cub. He has spent time volunteering for Faith Mission and the Washington County Fair. Mr. Corn believes that his experience as an educator will bring a new perspective of how to strengthen the relationship between the Library and Brenham's 5,000+ students and their families.

Please join me in welcoming Will to the Board.

**CITY OF BRENHAM**  
**LIBRARY ADVISORY BOARD**

**Lillian Marshall (City)**

1103 E. Tom Green  
Brenham, TX 77833  
Home: 979-421-0777  
Email: lillian.marshall@blinn.edu  
Term expires Dec. 2025

**Keith Herring (City)**

405 Hickory Hollow Lane  
Brenham, TX 77833  
Cell: 979-451-1850  
Email: kandsherring@gmail.com  
Term expires Dec. 2025

**Jerry Jares (City)**

1874 Lange Lake Road  
Brenham, TX 77833  
Home: 979-213-5131  
Email: timewise1874@gmail.com  
Term expires Dec. 2025

**Will Corn (City)**

8400 Hwy 105  
Brenham, TX 77833  
Cell: 979-203-5938  
Email: williamscorn12@gmail.com  
Term expires Dec. 2026

**Sabrina Roberts (Fortnightly)**

708 Peachtree Drive  
Brenham, Texas 77833  
Email: roberts.sabrina@att.net  
Term expires Dec. 2024

**Marilyn "Jody" Tyson (Fortnightly)**

2305 Old Mill Creek Rd  
Brenham, TX 77833  
Home: 713-851-7105  
Email: jody.tyson2@gmail.com  
Term expires Dec. 2024

**Janie Mehrens (Fortnightly)**

1202 Hollis Drive  
Brenham, TX 77833  
Mailing: PO Box 2122 Brenham 77834  
Home: 979-836-6066  
Email: rmehrens@sbcglobal.net  
Term expires Dec. 2025

**Lu Hollander (Fortnightly)**

702 Jersey Lane  
Brenham, TX 77833  
Mailing: PO Box 2555 Brenham 77834  
Home: 979-525-7414  
Email: Lu99ace@gmail.com  
Term expires Dec. 2025

**Renee Mueller (Fortnightly)**

1907A S Austin  
Brenham, Texas 77833  
Home: 979-836-6618  
Cell: 979-830-3596  
Email: renee\_mueller@hotmail.com  
Term expires Dec. 2025



To: Library Advisory Board  
From: Tammy Murphy  
Subject: Library Advisory Board Officer Appointments  
Date: February 16, 2024

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As mandated Chapter 2 of the City's Code of Ordinances, the members of the Library Advisory Board shall elect a chairperson and vice chairperson annually.

The chairperson shall preside at all meetings of the board and shall perform such duties as may be assigned by the board or by the City Council. The vice chairperson shall serve as the presiding officer in the absence of the chairperson.



## Library Advisory Board

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A meeting of the Library Advisory Board was held on Wednesday, December 20, 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, Jody Tyson, Lillian Marshall, and Jerry Jares

Advisory Board Members absent:

Lu Hollander, Janie Mehrens, and Renee Mueller

City staff present:

Tammy Murphy, Lou-Lou Barbour

Others present

Sarah Forsythe

- 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 and Library Staff member Lou Lou Barbour expressed her preference for Interim Librarian Tammy Murphy as the next Library Director. She mentioned that there have been several librarians chosen from outside the community and is concerned that the hiring process is difficult when the applicants are unknown. Chairman Keith Herring explained the ongoing process of choosing a librarian to Mrs. Barbour and the Board.
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the October 20, 2023 Regular Meeting**

The minutes from the October 20, 2023 meeting were reread and action was taken. A motion was made by Lillian Marshall and seconded by Sabrina Roberts to approve the Minutes from the October 20, 2023 regular meeting as written.

Chairman 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 Renee Mueller	Absent
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Absent

#### **4. Discuss the Teen Room Rules of Use**

Interim Librarian Tammy Murphy read the agenda packet memorandum from Susan Nienstedt summarizing the subcommittee's decision of teen room rules of use. Members Susan Nienstedt, Tammy Murphy, and Renee Mueller met and discussed steps that could be taken to ensure the room being used for teens. Examples of a door sign for the teen room, reserved signs for teen use seating on the furniture, and an updated rules poster were included in the agenda packet. Any further changes were tabled until the new librarian evaluates the room rules of use.

#### **5. Presentation and Update of Board Appointments**

Tammy Murphy read information relating to the applicants for the Library Advisory Board. A City Council subcommittee is evaluating the applications and will choose the top applicant. The City Council will appoint the final candidate at a subsequent board meeting. There was a report by Sabrina Roberts concerning the Fortnightly Club Library Advisory Board members Sabrina Roberts, Janie Mehrens, Lu Hollander, and Renee Mueller. All members currently serving were reelected by a Fortnightly vote to provide continuity for the new librarian. Sabrina will report the term limits for each at the next Library Advisory Board meeting.

#### **6. Administrative Report**

Interim Librarian Tammy Murphy provided the statistical reports for the last two months. In addition, Murphy provided the following information about the library.

- The librarian search continues with a questionnaire and essay for the candidates while applications remain open.
- The Libcal reservation system development is complete and active with no disruptions.

- The yearly maintenance checkup for the archival scanner was completed with a recommendation for a beveled glass cover to flatten books to improve scan quality.

Meeting adjourned. The Christmas Social for the Board and staff members began.

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Keith Herring  
Chair Person

**ATTEST:**

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Tammy Murphy  
Staff Liaison





To: Library Advisory Board Members

From: Tammy Murphy

Subject: Recommended Meeting Dates for 2024

Date: February 16, 2024

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The following dates are being proposed for 2024. Please check your calendars so that these dates can be confirmed at the meeting. Consistent with years past, the Board will meet on the third Wednesday of the month, every other month with one exception in 2024. June 19, 2024 is a city holiday. The fourth Wednesday of June, June 26, 2024 will be the alternate meeting date. The meetings will be held at the Nancy Carol Roberts Memorial Library at 5:15pm. Special meeting may be called upon as needed.

- **Wednesday, April 17 at 5:15 p.m.**
- **Wednesday, June 26 at 5:15 p.m.**
- **Wednesday, August 21 at 5:15 p.m.**
- **Wednesday, October 16 at 5:15 p.m.**
- **Wednesday, December 18 at 5:15 p.m.**



To: Library Advisory Board Members  
From: Tammy Murphy  
Subject: Library Book Carts  
Date: February 16, 2024

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The library has two book carts that are in need of replacement. The welding has broken on the top shelf and the wheel has continued to fall off after repairs on one cart. The outside plastic tread of the wheels on the other cart have broken off in places and makes a very unsteady drive. I would like to use money from the donation fund to purchase carts. Below are two examples of possible replacements from vendors we use.

The screenshot displays two product listings on a website. The first listing is for a 'SAFCO® Steel Book Truck - 3 Sloped Shelves'. It features a white metal cart with three shelves and four wheels. The product details include the item number 91-01295, a retail price of \$1,600.16, and a current price of \$544.95. There is an 'ADD TO CART' button and a note that the estimated ship date is approximately 1 week(s). The second listing is for a 'Demco® LibraryQuiet™ Booktruck, 3 Sloped Shelves'. It features an orange metal cart with three shelves and four wheels. The product details include a price of \$519.00, a 4.3-star rating from 2 reviews, and a 'DEMCO'S CHOICE' badge. It also has an 'ADD TO CART' button and a note that it is a special quick ship item, usually shipping in 1 to 2 days. Both listings include 'Hover to zoom' and 'ADD TO WISH LIST' options.



To: Library Advisory Board Members  
From: Tammy Murphy Administrative Report  
Subject: Admin Report  
Date: February 16, 2024

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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 a finalist candidate interviewed on February 16, 2024. A decision will be forthcoming.
- We are accepting applications for a temporary part time library clerk to help during this transition time.
- Staff training has begun for Beanstack, HAREit, and Record Manager. This is comprised of six webinars and on line training for all staff.
- The Texas Public Library Annual Report, the City of Brenham Year Plan, and the Texas Commission on the Arts Grant are all in progress.
- The Annual Fortnightly Used Book Sale is Feb 1 - Feb 24. Updates from members and visits are encouraged.



Nancy Carol Roberts Memorial Library

*Dec 2023*

\*Monthly Statistics – Table 1

Dec 2023 Statistics	Number
Visitors	4,513
New Library Cards	56
Computer Sessions	601
Circulations	6,484

\*Monthly Statistics – Table 2

Jan 2024 Statistics	Number
Visitors	4,830
New Library Cards	104
Computer Sessions	750
Circulations	7,519

Jan 2024