

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
October 8, 2015**

In attendance: Carol Green, Ashlee Pfeiffer, Martha Schaefer, Woody Woodard, Susan Nelson, Rita Weber, and Kelly Skovbjerg. Absent: Ann Meyer, Karen Hill, Sandy Johnston

Guests

None.

Reading of September 10, 2015 Minutes

The minutes of the last meeting were read. Marth Schaefer moved to approve and Susan Nelson seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

The library will be closed on **Monday, October 12** in observance of **Columbus Day**.

PHPL Library Snapshot Day will be held on October 16. Each October Texas libraries take a "snapshot" of a day in the life of their library to add to data gathered statewide from all types of libraries. The images and statistics are used to promote Texas libraries.

Join the library and the Parks and Recreation Department for the first **Boerne Boo!** celebration on **October 24 from 4-7pm** on the library grounds will be transformed into an exciting and spooky venue full of fun activities and prizes. The entire family is welcome to participate in mule rides, balloon sculpting, face painting and arts and crafts. The Bookshop Under the Windmill will be open and the Boerne Jeep Club will provide a trunk or treat event. Little ones can also defy gravity in the Bounce House. The entire family can also take part in a Costume Contest and a Boo-Cycle Contest. Prizes will be offered in several categories. Our other partners include the 1910 Church, YMCA, First United Methodist Church, the Friends of the Boerne Public Library, the Boerne Jeep Club, and Kelani Yogurt.

Pumpkin Patch: First United Methodist Church of Boerne hosts this event that takes place in front of the library from October 3-31. The hours are 9am-7pm Monday-Saturday and 12:30pm-7pm Sunday.

It's official. We have our first ever full time young adult and outreach services coordinator. Servando Pena has been promoted to this position and will start library school at UNT in the spring 2016 semester.

The library assistant for young adult and adult services position closes at 5pm on Friday, October 9. We are looking for a person with great customer service, technology and organizational skills that also enjoys working with the public.

Basic Spanish and ESL classes have begun.

The audiobooks and playaways have moved upstairs next to the large print books. Please check out the changes in both areas.

The city's police chief will present information to library staff on the upcoming open carry law as it pertains to the library.

Amphitheater: Substantial completion is expected at the end of this month. Along with the fabrication and installation of the canopy, the plumbing, electrical, and masonry work also need to be completed this month. The grand opening date is up in the air right now.

The **Boerne Public Library Foundation** held the first Live at the Library event of the new season on Friday, October 2. Remaining event dates are January 15 and May 13, 2016. Coleen Grissom, local author, visits on November 7 to talk about her new book, *The World According to Coleen*. The BPLF website-boernelibraryfoundation.org-has been updated recently. The BPLF provided \$15,000 of funding to the PHPL for the first quarter of our fiscal year! We are very thankful.

The **Friends of the Boerne Public Library** will be having their next quarterly meeting on October 14 at 2pm. The bylaws are the topic of discussion at the meeting.

A BISD school board member has started conversations with us about retrofitting a school bus into a bookmobile in partnership with the BISD and the BEF. Coincidentally there has been a resurgence of bookmobiles in library services so last week many of us met in Georgetown to brainstorm best practices and there is a bookmobile and outreach conference next week in St. Charles, IL that Kelly will attend.

Committee Reports

None.

Old Business

Unattended Children/Disruptive Behavior Policy

Kirsten Cohoon, City Attorney, combined the customer conduct and disruptive behavior policies into one policy titled Disruptive Behavior and added an appeals process. Kelly edited this policy slightly and the board reviewed it. Kirsten also made the unattended children policy stand-alone and the board reviewed that policy. The board agreed that the behavior pledge should be attached to the policy. Ashlee Pfeiffer made a motion to approve the Unattended Children policy with corrections and Rita Weber seconded. Motion carried. Ashlee Pfeiffer made a motion to approve the Disruptive Behavior policy with corrections and Martha Schaefer seconded. Motion carried.

Election of Secretary

The secretary position was not filled at the last board meeting. Susan Nelson made a motion to elect Rita Weber as secretary. Woody Woodard seconded. Motion carried

Strategic Plan overview and planning for 2017-2019

Kelly provided the board with the current strategic plan. Staff is determining the success of the first two years of the current plan in preparation for an addendum to the current plan or a new plan to begin in October 2016. Each month Kelly will present results of two goals and objectives as well as the organizational competencies. She would also like the board's assistance in determining techniques to use to elicit data for an updated or new plan.

New Business

Circulation Policy

Ashlee Pfeiffer made a motion to approve the policy with the corrections and Susan Nelson seconded. Motion carried.

Interlibrary Loan Policy

Martha Schaefer made a motion to approve the policy with the corrections and Woody Woodard seconded. Motion carried.

Process for Exhibits/Displays Generated by the BPLF

Kelly provided the board with a Gallery Exhibit Request form from the BPLF for exhibits planned in 2016. Rita Weber moved that the exhibit request form was sufficient for approval for this purpose and should be used rather than changing the display policy. Martha Schaefer seconded. Motion carried. Susan Nelson moved that the board approve the BPLF exhibits for 2016-Dan Yaccarino illustrations and Shelby photography. Ashlee Pfeiffer seconded. Motion carried. The chair of the board and the library director will sign the form and send to the BPLF.

Other Business

Use of Facilities for Non-Profits Policy

Since sharing the updated facilities policy with non-profits we are concerned that the language we used does not match intention. We'd like to limit groups to three rolling months-instead of quarterly-per calendar year. The policy could be misinterpreted that groups can use the facility every quarter as long as they apply and the rooms are available. Kelly will determine if the sentence "Reservations will be accepted up to seven (7) business days prior to the start of the upcoming quarter." or a variation thereof will be required and will inform the board. Woody Woodard moved to accept the policy with changes to page 3 and Ashlee Pfeiffer seconded. Motion carried.

The next meeting will be held November 12, 2015. Three members will be unavailable-Rita Weber, Ashlee Pfeiffer and Martha Schaefer. As long as all other members can attend, we will have a quorum. The city attorney has determined that members can Skype or otherwise digitally attend meetings.

Rita Weber made a motion to adjourn; Susan Nelson seconded. Motion carried.

Respectfully submitted on October 12, 2015,

Kelly Skovbjerg