

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
August 10, 2017**

In attendance: Martha Schaefer, Susan Nelson, Susan Whipple, Ann Meyer, Ashlee Pfeiffer, Woody Woodard, Sandy Johnston and Kelly Skovbjerg. Absent: Richele Poston and Karen Hill.

Guests

None.

Minutes

The minutes of the July 13, 2017 meeting were read. Woody Woodard moved to approve and Ann Meyer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg presented the July Monthly Report (attached) which highlights activities and accomplishments by department. The report also includes photos of events and a calendar of August activities at the library.

Committee Reports

None.

Old Business

Strategic Plan 2017-2020

The first year of the plan ends September 30. Updates will be brought to the board at the October meeting.

2017 Legislative Updates

No other library-related policies have been introduced by the Texas Legislature in the special session. In the federal budget, IMLS is a funding priority with \$1M added to the initial amount.

Budget FY2018

Changes in personnel still to be approved: Alicia Owens' upgrade to librarian status and a part-time aide who will assist on the public service desks and with cataloging and technology services.

New Business

Use of Facilities Policy

We have combined the For-Profit and Non-Profit Use of Facilities policies for ease of use and less confusion as most of the language was the same with a few exceptions. We have also

created a checklist within the policy to make sure people who use the spaces are aware of rules and expectations. Ann Meyer moved to approve the combined policies and Woody Woodard seconded. Motion carried.

Fee Schedule

A suggestion was made to charge a small non-refundable fee of \$5.00 for proctored exams. There is a fair amount of work by staff to help individuals taking these exams and it is not uncommon for other libraries to charge for these exams. Ann Meyer moved to approve the Fee Schedule with changes and Susan Nelson seconded. Motion carried.

Other Business

We are asking the board to approve the cessation of teen behavior pledges for unattended kids -ages 11-14-coming to the library after school. The number of kids coming over has increased significantly over the last few years and it is a time consuming project for staff. In the 2013 school year we had 122 signed pledges and in the 2016 school year we had 250 signed pledges. We will work on removing the language from other policies and marketing collateral referencing the teen behavior pledges.

Susan Nelson moved to approve of discontinuing the teen behavior pledges and Susan Whipple seconded. Motion carried.

The next meeting will be September 14, 2017.

Respectfully submitted on September 8, 2017

Sandy Johnston