

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
The Bookshop Under the Windmill**

September 12, 2019

In attendance: Karen Hill, Martha Schaefer, Susan Whipple, Greg Woodard, Laura Bray, Richele Poston, Susan Nelson, Sandy Johnston, and Kelly Skovbjerg. Absent: Ann Meyer

The meeting was called to order at 6:00 p.m. by the Chair, Susan Nelson

Guests

None.

Minutes

The minutes of the August 8, 2019 meeting were read. Greg Woodard moved to approve, and Martha Schaefer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director, presented the August Monthly Report (attached) which highlights activities and accomplishments by department.

Susan Whipple complimented the library about the display for the Mysteries for Lunch Book Club's Anniversary and special programs related to the event.

Committee Reports

Sandy Johnston reported on a display suggested by a 4th grade teacher, Meggie Smiley, at Fabra Elementary. She wants to display kid's stories with artwork attached. The display is considered library-sponsored and won't need the Display Committee to vote on the display, however, two of the three members of the committee are aware of the upcoming display and both agree it is a great fit for the library.

Strategic Plan FY2017-2019

No discussion. This item will be removed in October once this plan is fully reported on.

Support Groups

Natalie Morgan and Kelly Skovbjerg took part in a lunch meeting with members from the Foundation, Advisory Board, Friends' Board, and Mayor Tim Handren. The discussion was quite informative, and plans were made for moving forward with library projects.

August was one of the bookshop's best months to date. They continue to work as hard as ever to support the library and have a great working relationship with the library.

Strategic Plan FY2020-2022

Kelly Skovbjerg discussed the most current strategic plan draft. Kelly added another objective to page 7, "to find innovative ways to serve high-growth areas in the community" to address Action 4.3.3. in the 2018 Boerne Master Plan. Two representative actions are to complete a facilities master plan and add book drop locations in high-growth areas of town. The board likes the plan in general, but Karen Hill would like to see an update of the mission statement, possibly to reflect the goals. It was suggested that the three keywords on page 6 before each goal-- Discover Grow Connect--could be replaced by the previous keywords--Explore Enrich Engage--to more accurately describe the goals. These keywords should also be bolded. On page 3, the first sentence after the Vision Statement should read "technology availability and assistance" instead of "technology availability and help". The technology plan paragraph under Section 3 will be deleted as it is left over from a previous draft. Kelly will put together a mission statement based on the goals and solicit input and final approval by email from the board. The strategic plan will be presented to City Council at their meeting on September 24, 2019.

New Business

Computer Use and Wireless Access Policy

Laura Bray asked if the Computer Use policy would suffice for the Digital Media Lab. Kelly Skovbjerg stated that she could not find a way to make that work. Greg Woodard made a motion to accept the changes as submitted and Susan Whipple seconded. Motion carried.

Partnerships Policy and MOU

Susan Nelson suggested tabling the policy so that we might revisit the Memorandums of Understanding previously created for strategic partnerships. Richelle Poston made the motion to table the policy and Karen Hill seconded. Motion carried.

Fee Schedule

Kelly Skovbjerg stated that the scanning fee adopted last year is confusing for patrons and should be considered the same as faxing, as it is a similar function. The board agreed that faxing and scanning should cost \$.25 per page. Martha Schaefer made a motion to accept the Fee Schedule as presented and Richelle Poston seconded. Motion carried.

FY20 Budget

Kelly Skovbjerg showed the board draft 5 of the budget. It does not include the additional 1% that City Council approved for cost of living adjustment (COLA) for city staff. The final version was adopted by City Council on Tuesday, September 10.

Election of Officers

Richelle Poston made a motion keep the current slate of officers for next year: Susan Nelson, Chair, Ann Meyer, Vice Chair, and Martha Schaefer, Secretary. Greg Woodard seconded. Motion carried.

Other Business

None.

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, October 10, 2019 at 6:00 p.m. at the Bookshop Under the Windmill because of ESL programming in the conference room.

Respectfully submitted on September 26, 2019.

Sandy Johnston