

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

November 14, 2019

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

The meeting was called to order at 6:05 p.m. by the Secretary, Martha Schaefer

Guests

None.

Minutes

The minutes of the October 10, 2019 meeting were read. Martha Schaefer moved to approve with corrections, and Greg Woodard and Laura Bray seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director, presented the October Monthly Report (attached) which highlights activities and accomplishments by department. The Boerne Book & Arts Festival was a great success in October. We hope to duplicate its success next year by making sure we have great speakers to start and end the day. We now have digital magazines available through the RB Digital. Magazines can be downloaded on a computer or device.

Committee Reports

None.

Support Groups

The Friends of the Boerne Public Library is gearing up for the Festival of Trees. They have 14 sponsored trees and 7 wreaths for the silent auction. The Friends Annual Campaign is underway, and the letters have mailed. The bookshop continues to do well, and they will likely break \$60,000 this year in sales and donations.

The Boerne Public Library Foundation will send out an annual campaign letter and report before the end of the year. At the October 29 meeting with the mayor and members of the three support groups, discussion centered around the facilities master plan and a timeline for accomplishing this plan. Mayor Handren would like for the library to have projects on a November 2020 bond election if the timing works. There was some interest in generating Strategic Partnership Memorandums of Understanding with the FBPL and the BPLF, and Kelly thinks it is of utmost importance to do so if we are to embark on bond election and capital

campaigns in the next few years to add library services in the eastern and southern areas of town.

Partnerships Policy with MOUs

Karen Hill made the motion to approve the Partnerships Policy and bring back the Memorandums of Understanding once Kelly has gotten it reviewed by the City Attorney. Greg Woodard seconded. Motion carried.

New Business

Copyright Policy

Laura Bray made the motion to accept the Copyright Policy with changes and Karen Hill seconded. Motion carried.

Program Policy

Richelle Poston made a motion to accept the changes as presented and Laura Bray seconded.

5-Year Comparison Report & Turnover Stats

Kelly Skovbjerg pointed out that since our digital resources now number over 150,000 the turnover rate is very low at 1.36. If physical items only are factored in our turnover is 5.44 (turnover rate is circulation divided by collection). Visitor numbers are down, possibly as a result of inaccurate door counts due to ill-functioning sensors, and total programs and attendance are down from FY18 due to city hall construction and young adult area renovation limiting the number of programs we could hold in-house. New cards are also down but total cards are slightly up. The drop in computer use is attributable to the Hub no longer using CPUs-we are now checking out laptops and Chromebooks. This was not as well known for the first few months after the Hub reopened. Circulation numbers are way up, primarily due to a dramatic increase in checkout of children's materials (up nearly 22% from FY18).

Other Business

None.

Date for Next Regular Meeting

Greg Woodard made a motion that the board does not meet in December and Richele Poston seconded. Motion carried. The next meeting is scheduled for Thursday, January 9, 2020 at 6:00 p.m. at the Bookshop Under the Windmill.

Respectfully submitted on December 13, 2019,

Sandy Johnston