

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

**February 13, 2020**

In attendance: Susan Nelson, Greg Woodard, Martha Schaefer Susan Whipple, Laura Bray, Sandy Johnston, and Kelly Skovbjerg. Absent: Karen Hill, Richele Poston and 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 January 9, 2020 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 January Monthly Report (attached) which highlights activities and accomplishments by department. The busiest day in January was Tuesday, January 21 with 704 people. This day included a Family Night in partnership with BSD and 4 other library programs. AARP has helped 265 people so far this month. Kelly showed the board a Wonderbook, a print book with voice narration. These books, funded by the Friends, have been very popular with November checkouts of 30, December checkouts of 32 and January checkouts of 64, all with only 22 books available in the collection. On the comparison report, interlibrary loan, circulation, and visits are up (the latter is likely because the counters are more accurate). We cannot currently get statistics from Boopsie for our mobile app.

**Committee Reports**

Cibolo Nature Center's youth in nature display has the approval of the Display Committee to be displayed in September. Greg Woodard made a motion to accept the CNC display as presented and Susan Whipple seconded. Motion carried.

**Continuing Business**

**a. Support Groups**

In addition to assisting with the Laundromats and Literacy program, the Friends of the Boerne Public Library will also help change out books at several senior centers once we get approval

from them. Money raised in the annual campaign is nearly \$10,210 through January 2020, with the FOT bringing in \$5,371.

Ricky Gleason, a new member of the Boerne Public Library Foundation board, will serve on the facilities master plan project committee, with Robb Weller, current BPLF board chair, as the alternate.

**b. Strategic Partnerships MOUs**

Kelly has forwarded the MOUs to the new city attorney for review.

**c. Facilities Master Plan Update**

Nine (9) proposals from all over the country were received as a response to our Request for Qualifications for a library facilities master plan. We hope to choose a consultant in March. The focus of the Facilities Master Plan is to optimize the current library facility and determine the best geographic locations and sizes for potential future facilities/options.

**New Business**

**Collection Development Policy**

The library mission statement was changed to reflect the revised mission from the strategic planning process. Other changes are mostly for clarification. The section on Gift Materials was beefed up to show what we will take and what happens with items we do not accept for the collection. Laura Bray made a motion to accept the policy with changes and Greg Woodard seconded. Motion carried.

**Unattended Children Policy**

Martha Schaefer made the motion to accept the policy and Laura Bray seconded. Motion carried.

**Other Business/Board Concerns**

None.

**Date for Next Regular Meeting**

The next meeting is scheduled for Thursday, March 12, 2020 at 6:00 p.m. at the Bookshop Under the Windmill.

Respectfully submitted on February 18, 2020.

Sandy Johnston