

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
Conference Room at PHPL**

July 9, 2020

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

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

Guests

None.

Minutes

The minutes of the June 11, 2020 meeting were read. Laura Bray moved to approve minutes and Ann Meyer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director, presented the June Monthly Report (attached) listing activities and accomplishments by department. Ben Thatcher, our new City Manager, was not able to attend and will be at the next meeting; he sends his regrets. We have been open to the public since June 1 and it seems to be going well. We had planned to open with more services on July 6, including study rooms but with the rise in COVID cases we have not done so. As of right now we are in a holding pattern and will continue to be open Monday- Friday, 9am-6pm. We had a Live at the Library concert in June with around 50 people in attendance, but the July concert has been canceled. AARP continues to help people with their taxes by appointment and will complete this work on July 15. We have been helping patrons with technology appointment. Young Adult Services has handed out all their journals for the summer and the Make and Take program implemented by Corey Weber has been popular with the themed kits each week based on a different culture. Youth services has been busy with online programming and not as much in-person outreach. Kelly suggested that board members walk the Old No. 9 Trail to see the Story Walk that starts at the bridge behind the library. Constance Keremes wrote the book and Manuela Guerra illustrated it. The Rotary Club of Boerne, Boerne Strong Neighbors Helping Neighbors, fundraising campaign continues with a BoernePop15 program encouraging each person in Boerne to donate \$15 which would bring us to the \$350,000 goal. Each time \$1,000 is raised a community member will be tagged to do an ice bucket challenge to help generate more money to be given to three local nonprofits.

Committee Reports

None.

Continuing Business

Library Support Groups

The Friends of the Boerne Public Library have been open again at full hours since June 3 and they have no plans to close unless the City requires them to do so. They are requiring customers to wear masks. June's bookshop income was just under June of 2019 at around \$5,600. The board has agreed to fund software that will allow us to remotely assist computer users.

The Boerne Public Library Foundation was provided with a second and third quarter funding update and they have re-confirmed their commitment to fund the facilities master plan one the project begins again.

Strategic Partnerships MOUs

As we are not currently moving forward with the facilities master plan, there is not a sense of urgency to complete these agreements. Kelly will combine this agenda item with the Facilities Master Plan Update.

Facilities Master Plan Update

The plan is still on hold until we can ascertain revenue levels.

COVID-19 Response and status of re-opening

As of June 29, we moved to 50% staffing in the building at any given time. It seems that Mondays are consistently busy, and we will add more staffing on this day to adjust for the need. Masks are required for everyone using the building and temperature scans continue. All city employees will be tested for COVID-19 as a baseline. AARP continues tax assistance by appointment through July 15. Donations are only accepted Monday-Friday from 9am-11am to limit the amount of volunteers in the building.

New Business

Reference Policy

Martha Schaefer made the motion to accept with changes and Susan Whipple seconded. Motion carried.

Use of Facilities Policy

Laura Bray made a motion to accept with changes and Richele Poston seconded. Motion carried.

Use of Facilities-Amphitheater

Martha Schaefer made a motion to accept with changes and Ann Meyer seconded. Motion carried.

Volunteer Program Policy & Job Descriptions

Ann Meyer made a motion to accept with changes and Martha Schaefer seconded. Motion carried.

Strategic Plan FY2020-2022 Quarterly Update

Many items were postponed due to COVID-19, such as in-person programs and outreach; other items did not see as much progress, such as increasing amount of physical and digital items due to a budget freeze. We have had success in digitization of archives' items with more time to complete digitization. More than 1,000 items have been digitized since the shutdown in March with 1,500 total since quarter 1. The BBAF website will be complete soon for the fully virtual event on October 3. Interlibrary loan procedures are complete, and staff has been trained.

Other Business

Kelly discussed the FY21 budget. May sales tax numbers were good but below budget for the year. The FY21 budget will remain flat as we determine more information about revenue.

The board agreed to not have the August meeting. Ann Meyer made a motion from sunny California not to have the meeting and Laura Bray seconded. Motion carried.

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, September 10, 2020 at 6:00 p.m. COVID-19 protocols at that time will dictate if we have the meeting virtually, in-person or a combination of both. Ben Thatcher hopes to attend the September meeting.

Respectfully submitted on July 10, 2020.

Sandy Johnston