

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

September 10, 2020

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

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

Guests

Ben Thatcher, City Manager for the City of Boerne: Ben was briefly introduced to the board members and gave a brief overview of 3 months in the position of city manager. He is excited to be working here and loves the community and looks forward to the future of Boerne.

Minutes

The minutes of the July 9, 2020 meeting were read. Greg Woodard moved to approve minutes and Ann Meyer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director, presented the July and August Monthly Reports (attached) listing activities and accomplishments by department. The city is moving toward strategic planning and a strategic framework. The first steps in this direction consisted of a visioning exercise completed by the city's executive leadership team. The city manager's office then met with city council to solidify the city's mission, vision and values. Next steps are to better define action steps in the city's Master Plan so that several projects might be completed each fiscal year. The city will also survey its staff on engagement in the month of September. More on this in the next few months. We finalized our work with Home to Texas UT student Abdullah Baghdadi this month. While he was here for eight weeks. Abdullah assisted us in the archives with digitizing materials, updating the archives newsletter index (30 issues now – so around 450 pages of stories), and inventorying the buildings files. Abdullah also helped us establish a Boerne Book & Arts Fest website page in anticipation of a digital event this fall and did some video editing. We prepared for the start of school as we do every year to find out that the kids have not been coming to hang out because there is no seating within the building. As we open more things, we are certain the kids will come back.

Committee Reports

None.

Continuing Business

Library Support Groups

The Friends of the Boerne Public Library have been open since early June at their regular schedule. Their sales are strong, with July's revenue only slightly below July 2019. They will send their annual campaign letter sometime in October. It will be targeted to a specific program.

The Boerne Public Library Foundation has supported \$5,000 in funding to upgrade the children's collection and \$4,000 for BBOST (children and family) programs.

Facilities Master Plan Update/Strategic Partnerships MOUs

The facilities master plan is still on hold, but Trinity University's Urban Studies students are embarking on a GIS mapping project for us by using our data to map locations in town that might serve as a library service point at some point in the future. This could include a 24-hour library, a branch library, or any other type of library service.

COVID-19 Response and status of re-opening

COVID numbers in Boerne remain low with some active cases. Once we feel confident with Labor Day numbers, we will move forward with adding some services, such as tables and chairs and some volunteers. We are still not allowing outside groups to meet at the library and continue the grab and go service along with curbside.

New Business

Computer Use and Wireless Internet Access Acceptable Policy

Greg Woodard made the motion to accept with changes and Ann Meyer seconded. Motion carried.

Partnerships Policy

Ann Meyer made a motion to accept with changes and Susan Whipple seconded. Motion carried.

Technology Lending Policy

Greg Woodard made a motion to accept with changes and Susan Whipple seconded. Motion carried.

Fee Schedule

Karen Hill made a motion to accept with changes and Greg Woodard seconded. Motion carried.

Gift Acceptance

1st item: Patrick Heath recently moved to Dallas and wanted to give us some items that he felt should remain with the library. These items will most likely be housed in the Archives area. Ann Meyer made a motion to accept with changes and Greg Woodard seconded. Motion carried.

Discussion: Possible Bequest

A member of the community wants to gift Meissen pieces to the library. The board considered the request and, in the end, decided that a museum would be better equipped to care for and curate the pieces.

Karen Hill made the motion to decline this gift and Ann Meyer seconded. Motion passed.

FY21 Budget

The library's budget is only slightly lower than FY19, and mostly all of the library's requests were included in the new budget, including 1 hydration stations, replacement of laptops and iPads, and the upgrade of the automated check in computer. No bonuses or merit increases were included in this year's budget, but city council did approve a cost of living increase.

Election of Officers

Susan Nelson indicated that she would remain in the Chair position; Karen Hill indicated interest in the Vice Chair position, and Martha Schaefer will continue as Secretary.

Greg Woodard made the motion to accept the slate of officers for next year and Richele Poston seconded. Motion carried.

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, October 8, 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.

Respectfully submitted on September 25, 2020

Sandy Johnston