

**MINUTES OF THE BOERNE PUBLIC LIBRARY  
ADVISORY BOARD MEETING  
February 10, 2011**

President Jeanne Clark confirmed that a quorum was present and called the meeting to order at 6:00 p.m. Also in attendance: Ashlee Pfeiffer, Chuck Bardwell, Paula Petty, Russell Hawkins, Brian Cartwright, Carol Green, Rita Weber, Kelly Skovbjerg, and Karen West.

**Reading and Approval of the Minutes of January 13, 2011**

Jeanne asked the Board to review the minutes for approval. Chuck made a motion to approve the minutes and Rita seconded. All were in favor; motion carried.

**Citizen Comments**

There were no citizen guests present.

**Director's Report**

70 people attended a February 4 Chinese New Year celebration, presented by the Chinese Culture Performance Association of San Antonio. Five discussion groups meet during February. AARP volunteers began their free tax assistance program here February 1 and they have already experienced a high volume of people needing help. They will be here on Mondays and Tuesdays through April 18. The Friends are preparing for their 29<sup>th</sup> Annual Book Sale, scheduled for March 4-6 at the Kendall County Fairgrounds. Exterior framing of their new building is almost complete and the parking lot will soon be curbed and asphalted. Library outreach continues. Please mark your calendars for the Gala, June 3, and the library's Grand Opening event, June 4.

The library's comparison statistics were discussed. Circulation is way up from this month last year.

**Committee Reports-AALS Advisory Council Member, KCLAB Rep**

The KCLAB met on January 20 in Boerne. The Board voted to change their bylaws, to state that they would meet at least three times annually, instead of four times.

**Local and Family History Archives (LAFHA) Progress Update**

Natalie has been invited to speak to the Sons of the American Revolution group on February 26 about our genealogical services.

**Old Business**

Library Construction Update: The first coat of interior painting is almost complete, specialty ceilings are going up, and carpet goes in on the 2<sup>nd</sup> floor beginning Monday. Landscape walls are going up now, and irrigation installation begins Monday. All parking areas will be paved next week, and the building is still slated to be ready by early April. Furniture and shelving orders will be finalized in March. RFID and PC/Print Management choices go to City Council on February 22 along with a proposed timeline for move-in.

Foundation Update: The capital campaign officially ends March 1 at which time a check will be written to the city for approximately \$250,000. The foundation will continue to fundraise for furniture and equipment until late May. We are seeking sponsors for the fundraising gala on June 3, along with live and silent auction items. If

you have any leads, please let us know. A \$75,000 grant from the Kronkosky Foundation and a \$30,000 donation have been received recently.

## **New Business**

### Five Year Staffing Plan

Kelly shared a proposed 5-year staffing plan with the Board. The plan has been provided to the finance department and will be reviewed by City Council in the spring. Our current full-time equivalent (FTE) level is 10.84; The proposal represents an increase to 12.84 for next fiscal year.

Unattended Children and Disruptive Behavior policy: The Board requested that minor children be required to contact a parent before leaving the library as a result of disciplinary action. Kelly will have the policy reviewed by the City Attorney. Paula made a motion that the policy be tabled until March and Chuck seconded. Motion carried.

Collection Development policy: The Board reviewed the policy. Brian made a motion to approve the policy and Russell seconded. All were in favor; motion carried.

Carol moved the meeting be adjourned; Rita seconded.

The next Advisory Board meeting is scheduled on Thursday, March 10, 2011 at 6:00 p.m.

Respectfully submitted on February 11, 2011,  
Karen West