

**MINUTES OF THE PATRICK HEATH PUBLIC LIBRARY  
ADVISORY BOARD MEETING  
October 13, 2011**

Chair Jeanne Clark confirmed that a quorum was present and called the meeting to order at 6:02 p.m. Also in attendance: Chuck Bardwell, Paula Petty, Carol Green, Rita Weber, Ashlee Pfeiffer, Kelly Skovbjerg, Brian Cartwright, and Sandy Johnston.

**Guests**

No guest were present.

**Reading and Approval of 9/8/2011 Minutes**

The minutes of the last meeting were read. Carol Green moved to approve and Rita Weber seconded. Motion carried.

**Citizen Comments**

None.

**Library Director's Report**

Kelly introduced Sandy Johnston as her new Administrative Assistant to the board and each board member introduced themselves. End of fiscal year reports show new cards up 66% and computer usage is up 8%. The library was closed on Monday for Columbus Day. The library is celebrating Family History Month with lots of activities planned including a photo contest and local artist display of historic buildings in Boerne. The "Bible" is now being displayed again in a new case in the gallery area. Live at the Library has been a great success and the next scheduled date is November 8. The September comparison report provided at the meeting was incorrect and Kelly will make sure the correct one gets sent out to the board members after the meeting. Staff member Mari Glau is leaving and Kim Taylor will be taking her place.

**Committee Reports- AALS Advisory Council Member**

None. Kelly suggests that the AALS Advisory portion be removed from the agenda since the systems will close next August.

**Local and Family History Archives (LAHFA) Update**

Kelly suggests that we remove the item from the agenda as it no longer necessary to update the Advisory Board as LAHFA activities will be reported through the Library Director's report. Carol Green moved to remove item from future agendas and Chuck Bardwell seconded the motion. Motion carried.

**Old Business**

None.

**New Business**

Friends Update

The FriendShop building is to be completed by the end of October. Open House and Christmas Party will be December 14 from 2-4:30 p.m. with the annual meeting starting at 3 p.m. The Friends have a 1<sup>st</sup> VP position open. People who have indicated they are interested in serving in board positions are as follows: Cheryl Perz, President, Judith Umberger, Secretary, Sharon Mazurek, Historian, Ede Day, 2<sup>nd</sup> Vice President (Publicity). There is a person interested in the treasurer position. 1<sup>st</sup> Vice President (booksales) is still open. Sandy Johnston will be the new Library Liaison.

### Foundation Update

September has been spent planning the annual campaign and getting all but two sponsors for Live at the Library events. The Foundation is still discussing their budget for 2012 and how to help fund requests from the library. The Foundation Board approved a \$7,000 budget for Christmas decorations for the library. The Foundation is still working on grants from HEB for the amphitheater and the Rotary for the playground.

### Emergency Response Procedures and Exhibits/Displays Policy

A battery operated radio has been purchased and is stored in the tech storage closet. Staff is aware of the radio's location. Regarding possible areas for safety during a tornado: a question was asked about the long hallway in the staff work area. The area was explained to be in the area where the lockers are located. Another suggested area was in the juvenile area in the bathroom vestibule and Friends closet. Chuck Bardwell moved to accept the Emergency Response Procedures with amendments, Ashlee Pfeiffer seconded the motion. Motion carried.

Kelly provided background behind the need for revising the Community Display policy to include exhibitions in the gallery and other areas of the new library. The policy marries the Foundation's draft exhibit policy and the Foundation and Library's gift policies. A committee will be put together to make suggestions to the Advisory Board for approval for exhibits to be displayed at the library. This committee will be made up of one Advisory Board member, one Foundation Board member, library and Foundation staff and other interested persons from the community. This committee will meet every few months and most dialogue can be done through email. Advisory Board members expressed concern over how to handle objections and who would have final say. Definition of spaces and a flow chart of process involved would be helpful.

Rita Weber made a motion to accept the Exhibits/Displays policy with amendments and Paula Petty seconded the motion. Motion carried.

### **Other Business**

Carol Green asked about the water storage tanks and how much water is in the tanks. Sandy Johnston will follow up at the next meeting with an answer from Paul Barwick.

It was mentioned that since Russell Hawkins has resigned, the boards needs to appoint a vice-chair. Ashlee Pfeiffer agreed to take the position. Paula Petty moved to appoint Ashlee as vice-chair, Carol Green seconded. Motion carried.

Carol Green moved to adjourn, Ashlee Pfeiffer seconded. The meeting was adjourned at 7:05 p.m.

The next meeting is scheduled for November 10.

Respectfully submitted on October 17, 2011,

Sandy Johnston