

LIBRARY ADVISORY BOARD MINUTES  
OF A REGULAR MEETING

KERRVILLE, TEXAS  
APRIL 19, 2011

On Tuesday, April 19, 2011, the Library Advisory Board meeting was called to order by Vice-Chairperson Hayes at 4:01 p.m. at City Hall Council Chambers, 800 Junction Highway, Kerrville, Texas.

MEMBERS PRESENT:

Kay Hayes	Vice-Chairperson arrived at 4:05
Dan Ehrenreich	Friends of the Library
Diana Martin	Board Member
Janet Moseley	Board Member

EX-OFFICIO MEMBERS PRESENT:

Mike Bowlin	Kerrville Genealogical Society
T. Scott Gross	City Councilmember

ABSENT MEMBERS:

Judy Carr	Board Member
Jonathan Letz	County Commissioner

STAFF PRESENT:

Kim Meisner	Director of General Operations
Dan Schwartz	Library Director
Gretchen Atkinson	Recording Secretary

VISITORS PRESENT:

CALL TO ORDER

1. VISITOR/CITIZENS FORUM:

Mr. Bowlin invited new president of KGS, Joe Rogers and wife Ferol Rogers.

2. APPROVAL OF MINUTES:

2A. Approval of minutes of the Library Advisory Board meeting held on March 15, 2011.

Mrs. Martin moved to approve minutes, Mrs. Moseley seconded. Minutes approved as read.

3. LIBRARIAN'S REPORT:

3A. Monthly Performance Measures/Born to Read Report

Mr. Schwartz reported circulation is up over last year. Reference transactions at the desk are down, gate count and internet usage is up. Twenty-four (24) babies received BTR bag. Mr. Schwartz handed out reports given to City Council – Patron Count Report 2937 total users to date, the statistics by fiscal year, Circulation Count Report, and Basket of Books program. 67% are Kerr County, 30% are city limits.

3B. Update on Integrated Library System implementation

Mr. Schwartz reported we are working well on Millennium, weekly phone calls to implementation team are slowing down, most transactions occur through Help Desk. Transactions through Millennium are much more efficient, cited time in doing deposits and billing of books.

**4. FRIENDS OF THE LIBRARY:**

4A. Update on Friends Activities (Dan Ehrenreich)

Mr. Ehrenreich reported that the last book sale on April 10<sup>th</sup> made \$1,500 even with reduced prices. Currently trying to reduce and consolidate FOTL collections, giving library about 10 FOTL book shelves for their use. FOTL work area totally cleaned out. FOTL, MEHLF and local HEB are sponsoring a staff and volunteer appreciation picnic, expecting 75 – 100 people. Picnic will be on May 22, 2011 from 4:00pm – 7:00pm. FOTL Board decided last week to cover the cost of a tent for this weekend's book sale-April 23- proceeds to go to furniture fund for the library. Mrs. Hayes noted there were lots of people at the last FOTL book sale.

**5. CONSIDERATION AND POSSIBLE ACTION**

5A. Staff schedules and hours of operation during Library Renovation (Daniel Schwartz)

Mr. Schwartz reported the handout is the proposal to Council next week for approval. Closed Sunday and Monday, open to public Tuesday – Saturday, 40 hours per week. Open late on Thursday-12p-8p, 10-6 all other days. Mr. Gross asked if this impacts the income of library employees. Mrs. Meismer stated income is not affected. Mr. Ehrenreich moved to accept proposal, Mrs. Martin seconded, motion carried 4-0.

**6. INFORMATION AND DISCUSSION:**

6A. Update on Mary Elizabeth Holdsworth Library Foundation activities (Robin Amerine)

Mrs. Amerine reported the Foundation has been trying to find new home. The new location will be 741 Water St, Bank of America Bldg., Suite. 210. The MEHLF Board will vote on accepting the lease tomorrow, then will start moving procedures. Also, Foundation is working on fund raising activities. Foundation has several asks out to 5-figure donors and 2 letters of inquiry for grants at this time, looking at several local individual donors and setting up appointments. Foundation is actively seeking funding for the project even though project is being fast tracked. Mrs. Meismer offered to help move Foundation to new location. Mrs. Meismer pointed out that some furniture being used is from the FOTL and a request should be made to move furniture. Mrs. Amerine stated the Foundation will have some access to furniture already at the new space and will only be moving what is absolutely necessary. The rest of the furniture can be safely stored in the basement, as needed.

6B. Update on Library Renovation Project (Daniel Schwartz)

Mrs. Meismer stated we have had to make cuts to the preliminary plans because of funding issues. We are still about four hundred thousand dollars short. This means no HVAC, no replacement of windows, and no new furniture. The 1.2 million available at this time will cover: Carpets, desks in staff area, new bathrooms, new front entrance, new electric and lighting, new elevator, enclosing of smaller elevator to be used as storage for info-tech, enclosing of old balcony area-expanding space on main floor, site work-grounds/parking, and roof. Quite a bit is still being completed with money raised. We are working on other fund-raising options to address furniture issues and other moneys the Foundation raises will target HVAC. Mrs. Hayes asked where 433 Water Street is going. Mrs. Meismer stated the building will be moved to the Rails Restaurant site during 1<sup>st</sup> week of May, if Council approves. Brick part of bldg. will be demolished. City will be contributing \$35,000 towards the move of 433 Water St.

6C. Update on Interlocal Agreement with Kerr County (Kim Meismer)

Mrs. Meismer referred to handout submitted by City April 13, 2011 – see attachment A, proposal for 50/50 split on library funding – for total of \$750,000 for budget, reduced from \$825,000. This is only the proposal from the City to the County. Nothing has been approved, as of yet. Usage stats used for justification are from March 25<sup>th</sup>.

- 6D. Book Sale – Saturday, April 23, 2011 (Kim Meisner)  
 Mrs. Meisner reported she wanted to ask Cailloux Foundation for use of property for this weekend's book sale, but is not possible at this time. Also checked with Market Days if they have space available, currently have 95 vendors for this weekend. They suggested we contact the County for use of space at the courthouse so a request is in to Judge Tinley for use of the front of courthouse near benches. We do thank the Friends for the offer of a tent to use. Mrs. Hayes asked who will man the sale. Mrs. Meisner reported she and Mr. Schwartz will be covering the sale with a few FOTL volunteers and other staff. There will be a press release in the paper as soon as we have a confirmation on the location.
- 6E. Basket of Books Campaign (Daniel Schwartz)  
 Concerns have come up with the need to move so many items to prepare for the renovation of the library. Mr. Schwartz's brainstorm was to offer the patrons the option to come in with baskets to check out a large number of items for a special return date – January 15 – February 15, 2012. Kim Meisner liked the idea and they got approval from Todd Parton to run with it. There would be limits in place with regards to "new" items, reserves and DVDs. So far, 900+ items have been checked out by 33 patrons, as of this afternoon. This special check-out started April 17<sup>th</sup>.
- 6F. Next scheduled Library Advisory Board meeting – May 17, 2011.

**7. ANNOUNCEMENTS OF COMMUNITY INTEREST**

- 7A. Mr. Schwartz introduced Karen West as new Librarian II, New Circulation Services Supervisor. Ms. West stated she is happy to be here, everyone has been very friendly.

**8. ADJOURNMENT**

Mrs. Moseley moved to adjourn the meeting; the motion was seconded by Mr. Ehrenreich and passed 4-0. Meeting adjourned at 4:34pm

APPROVED: Kay Hayes  
 Kay Hayes, Vice-Chairperson

Daniel Schwartz  
 Daniel Schwartz, Library Director

Bachelor g/k/Donnell  
 Gretchen Atkinson, Recording Secretary

5/17/11  
 Date minutes approved & signed

\* Note - Gretchen Atkinson  
 Out - 5/17/11