

LIBRARY ADVISORY BOARD MINUTES  
OF A REGULAR MEETING

KERRVILLE, TEXAS  
JULY 17, 2012

On Tuesday, July 17, 2012, the Library Advisory Board meeting was called to order by Chairperson Judy Carr at 3:00p.m. in the Library Meeting Room, 505 Water Street, Kerrville, Texas.

MEMBERS PRESENT:

Judy Carr	Chairperson
Ellen Connelly	Vice-Chairperson
T. David Jones	Board Member
Diana Martin	Board Member

EX-OFFICIO MEMBERS PRESENT:

Elizabeth Baker	Kerrville Genealogical Society
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ABSENT MEMBERS:

Halsey Bascom	Board Member
Jonathan Letz	County Commissioner
Justin MacDonald	City Council Member
Victoria Wilson	Mary Elizabeth Holdsworth Library Foundation

STAFF PRESENT:

Kim Meisner	Director of General Operations
Laura Bechtel	Interim Library Director
Gretchen Atkinson	Recording Secretary

VISITORS PRESENT:

CALL TO ORDER

1. VISITOR/CITIZENS FORUM:

None.

2. PRESENTATION:

- 2A. Presentation by City Attorney regarding Open Meetings Act. (Heather Stebbins)  
Ms. Stebbins stated the purpose of the Open Meetings Act is to help make governmental decision making open and accessible to the public. Any decision making by a governing body must be made in an open meeting. She stated there are only a few instances where decisions can be made in closed session. The Open Meetings Act requires meetings to be posted 72 hours prior to the meeting and the agenda must be sufficient enough to inform the public what will be discussed. She stated a meeting cannot be convened unless a quorum is present. The Act applies to anything being discussed and includes correspondence, email and phone calls. She stated a Board may not discuss or make a decision about something that is not on the agenda.

Ms. Stebbins stated there are four ways the board can respond to something not on the agenda. 1.) Respond with a statement of factual information. 2.) An official may direct the person to visit with staff about the issue. 3.) Offer to place the item on a future agenda. 4.) Post an agenda for an emergency meeting.

Ms. Stebbins stated citizen comments occasionally can be inappropriate. She said it is acceptable for the Board member to ask to keep their comments polite and to the subject at hand.

She reported the State Attorney General's Office has some great resources online. They have an online training session, a handbook, a Frequently Asked Questions web page and the full text of the Open Meetings Act available for reference.

She stated you can ask for clarification of a citizen's statement, whether on the agenda or not, in order to decide where to direct the person or if it needs to go on a future agenda. She stressed Board members must be careful not to discuss the topic or it is a violation of the Open Meetings Act.

Mr. Jones asked how to respond to an email regarding Board matters. Ms. Stebbins advised Board members reply only to the person who sent the email. She stressed that Board members cannot email each other in order to avoid having a public meeting because it skirts the requirements of the Open Meetings Act.

**3. APPROVAL OF MINUTES:**

- 3A. Approval of minutes of the Library Advisory Board meeting held on June 19, 2012. Ms. Martin moved to approve the minutes as read; Ms. Connelly seconded the motion. Motion passed unanimously, 4-0.

**4. CONSIDERATION AND POSSIBLE ACTION:**

- 4A. Review of City Ordinance authorizing Library Advisory Board responsibilities (Diana Martin) Ms. Martin stated she thought it would be appropriate to review the Library Advisory Board's responsibilities due to two recent resignations and questions that arose at the last Board meeting about what the Library Advisory Board does. Ms. Martin presented the city ordinance to the Board. Ms. Martin emphasized to her fellow Board members that the Board must make a motion in order to get something done. Nothing happens if there is not a motion.

Ms. Martin asked if there is a plan or outline for projects such as the library budget and the technology plan to come before the Board. Ms. Martin asked, "What does the City really want us to look at? Is there a set sort of items we should look at?" Ms. Meismer stated there is no set plan for what the Board should be looking at, and the Board decides the items they want to look at.

Mr. Jones asked when the Library's budget is done each year. Ms. Connelly asked who is responsible for the Library budget. Ms. Meismer stated Laura Bechtel, Interim Director, started the budget process by identifying what the Library needed for the year. Her draft budget went to Kim Meismer, Director of General Operations, and then to Todd Parton, City Manager, for review. Ms. Meismer stated the first draft of the budget is done in April. Revisions will be done until final approval by City Council.

Ms. Martin made a motion that the Library Director provide on the agenda a presentation of the Library's budget every June of every year. She also stated she wanted to see any new or ongoing Information Technology contracts for the library every June. Ms. Connelly seconded the motion. Motion passed unanimously, 4-0.

- 4B. Review of Performance Measures/Management Indicators (Diana Martin) Ms. Martin asked how well is the library doing and what are we looking at as a Board? Ms. Martin stated she researched federal, state and local requirements for managing the library and found that performance measures for an entity are very individualized.

She questioned if we are we still using the Library Survey and if we are keeping up with collection development and weeding.

Ms. Martin made a motion that new director establish a committee including Library Board members to evaluate and review current performance measures presented to the Board to see if the measures are adequate by March 2013. Areas to be evaluated include: Service, Collection and Acquisition Management, Budget, Library Standards, and Information Technology Assets. Ms. Martin stated it would not be an ongoing committee. Ms. Meismer stated the City Council would have to appoint a subcommittee for the Library Advisory Board. Mr. Jones stated that we are supposed to be doing that on this Board. No second. Motion failed.

Mr. Jones stated he would like to see the financial statement every month. Ms. Carr motioned that the Library Advisory Board see a financial statement each month. Ms. Connelly seconded the motion. Motion passed, 3-1.

Ms. Connelly stated Ms. Martin's ideas are important, and she would like to see any action delayed until we get a new Director.

4C. Status of Kerr County funding of the Library (Diana Martin)

Ms. Martin reported there was a three year inter-local agreement from the County to fund the library. She reported last year the Cailloux Foundation gave the County \$200,000 to fund the library with the stipulation that the County continue to use the City of Kerrville's EMS services. Ms. Meismer reported if the Cailloux Foundation gives the money directly to the City, the library will lose County funding. If the library loses County funding, residents outside the city limits will have to pay for usage and the library may have to reduce hours and staff.

Ms. Meismer reported 41% of library card holders reside outside the city limits. Ms. Martin stated she did not find a requirement that the County fund the library. Mr. Jones asked if the Cailloux Foundation wants to fund the library. Ms. Meismer stated she did not know. Mr. Letz was not present at the meeting to present the County's position.

4D. Report by staff of responses to citizen input (Laura Bechtel)

Ms. Bechtel reported staff has been asked a few common questions since re-opening. They are as follows:

1. *Can we get more shelving for more books?* The library is getting four more shelving units and we are bringing more items up from the basement. Staff should have that project done by end of the fiscal year in September. If a patron cannot find an item showing "available" in our catalog, we can get it through Inter-library Loan at no charge to the patron.
2. *Our community does not want electronic books.* eBooks allow us to diversify our collection. Staff willingly assists patrons in using their e-readers.
3. *Who do we speak to about a complaint or concern?* The Director is available.
4. *How can we help?* We are taking volunteers.
5. *We need a drive-up book drop.* We are working on getting one. Our main concern is patron and staff safety. Do we designate a parking space to drop off books and back out of or do we make the parking lot one way?

Ms. Meismer asked for Board input. She stated we can buy a new book drop for approximately \$6000. Ms. Martin stated she liked the idea of a parking spot. Ms. Carr stated she did not want one of the front parking spots to be taken. Ms. Connelly moved the Library Advisory Board recommend the library have a place to drop off books in back parking area. Ms. Martin seconded the motion. Motion passed unanimously, 4-0.

Mr. Jones asked how many eBooks we have. Ms. Bechtel stated we have approximately 250 eBooks. Ms. Bechtel explained the collection development process and stated it applies to both print and electronic materials. Mr. Jones asked what is the cost of an eBook. Ms. Bechtel stated the average cost of an eBook is \$30, but varies by publisher and title. She stated the librarians factor in cost, demand, and staying power of the item when deciding if it should be added to the collection. Ms. Meismer stated we have gotten donations stipulating the money go toward eBooks.

Ms. Bechtel summarized how staff addressed specific individual complaints and suggestions from the May 2012 LAB meeting.

4E. Library Marketing Plan (Laura Bechtel)

Ms. Bechtel reported there are three big events happening in September and October. September is National Library Card sign up month. She stated Banned Books Week is September 30 – October 6, 2012. Banned Books Week brings awareness that censorship is

still prevalent in today's society and includes challenged classics as well as modern releases. She reported ALA Teen Read Week, October 14 – 20, 2012, focuses on getting teens in to the library and getting them to read something they may not normally pick up. Ms. Bechtel also reported we started having volunteers wear "Volunteer" badges to indicate this is someone you can ask questions about the library. Ms. Carr clarified these pins help filter questions from the public.

**5. INFORMATION AND DISCUSSION:**

**5A. Monthly Performance Measures Update (Laura Bechtel)**

Ms. Bechtel reported the library had 6,319 card holders, 14,602 items checked out and 14,069 patrons through the door in June 2012.

**5B. Presentation of FY2013 Proposed Library Budget (Laura Bechtel)**

Ms. Bechtel stated the proposed FY 2013 budget is \$684,948. The proposed budget is based on programs identified such as circulation, reference transactions and children's activities. We set performance measures based on the identified programs. For circulation, measures include purchasing and processing of materials, check in and check out, and gate count. Reference program measures include answering patron questions, the number of reference transactions seen and the number of times an electronic or Internet resource is used. Children's program measures include the number of programs held throughout the year and the attendance of adults and juveniles at those programs.

Ms. Meismer presented the Board the FY 2013 budget by line item. Ms. Martin asked if the Board could see a Revenues page. Ms. Meismer stated we could bring one next month.

Ms. Martin stated the reference transactions measure seems to have the highest cost. She asked if this is somewhere we could reduce cost. Ms. Meismer stated this is funded by our highest paid positions. Ms. Carr stated that the Librarians have specialized training and skills to do this research that cannot be done by regular staff or volunteers. Ms. Martin asked why reference transactions were down this year. Ms. Bechtel stated this was due to reduced operations because the library was operating with a reduced collection, reduced services and had several closures.

Ms. Martin inquired about the request for a Children's Librarian and about part-time employees. Ms. Bechtel stated the Library already had a Children's Librarian and the document needed to be updated. Board members asked about group insurance. Ms. Bechtel and Ms. Meismer clarified. Part-time employees do not receive benefits.

Ms. Martin asked if the software maintenance agreement costs for this year are what we expected. Ms. Bechtel stated the Millennium system is contracted for 7 years. Ms. Martin asked what is included in Special Services. Ms. Bechtel stated the book and audio lease programs, Inter-Library Loan, and the TexShare databases. Ms. Martin asked if the collections budget is down. Ms. Bechtel stated there has been a reduction in that line item. She stated some of the ways the library has cut collection expenditures is to switch to Law Depot to update our law forms and reduce the number of duplicate copies we own, particularly reference books.

**5C. Update on Friends of the Library activities (Halsey Bascom)**

Ms. Bascom was not present to report on Friends activities. Ms. Carr stated the Friends are not meeting during the summer but some volunteers continue to work in the basement. Ms. Meismer reported the City and architects met with the Friends about the renovation of the basement. She reported the Friends were agreeable to the changes. Ms. Meismer stated the Friends will move into the Meeting Room during the basement renovation which is expected to last 3 months.

**5D. Update on Mary Elizabeth Holdsworth Library Foundation activities (Victoria Wilson)**

Ms. Wilson was not present to report on Foundation activities.

**5E. Update on Kerrville Genealogical Society activities (Elizabeth Baker)**

Ms. Baker reported the Kerrville Genealogical Society (KGS) does not meet during the summer. She states KGS is providing four volunteers per day five days a week to man the

History Center. Ms. Baker stated they have access to Ancestry.com and to fold3 for research purposes. She reported there is a program on Saturday, July 21<sup>st</sup> at 9:00am that will be put on by the Daughters of the Republic of Texas.

6. ITEMS FOR FUTURE AGENDAS  
None.

7. ANNOUNCEMENTS OF COMMUNITY INTEREST  
None.

8. ADJOURNMENT  
Ms. Connelly moved to adjourn the meeting; Ms. Martin seconded the motion. Motion passed unanimously, 4-0. Meeting adjourned at 4:45pm.

APPROVED: Judy Carr  
Judy Carr, Chairperson

Laura Bechtel  
Laura Bechtel, Interim Library Director

Gretchen Atkinson  
Gretchen Atkinson, Recording Secretary

8/21/12  
Date minutes approved & signed