

## LIBRARY BOARD MEETING

APRIL 7, 2016

The Library Board met on April 7, 2016 with members Sharon Cloud, Michelle Earley, Dolores Sonntag and Melanie Todd present. Joyce Dalley, City Council Liaison, and Chris Whittaker, City Manager, were welcome guests.

The meeting was called to order by Chairman Sharon Cloud. The Chairman handed out minutes of the last meeting for review. Minutes were approved as read. She also distributed copies of the agenda, attorney approved ordinance and Heritage Day information.

### Library Items

1. Under Repairs of Doors & Windows: it was reported that Clayton Daniels has inspected the doors, windows and roof and will send a quote, accompanied by his suggestions for the most cost-effective repairs that need to be made, as soon as possible. Charles Bland has also been contacted for his bid. City Manager Chris Whitaker stressed that these improvements will not be handled in a shoddy fashion. If an item needs to be replaced with a new one, the City will approve the cost, even though the repairs are not covered by the current budget. Other avenues will be pursued for funds to cover the construction.
2. Under Door Counters: Melanie Todd, City Librarian, reported that the existing door counters are working but are defective. She has located a knowledgeable support person, who is assisting her in solving this problem. This support technician actually wrote the software for the counters. He said that the MIU unit is not communicating correctly with the sensors and made several suggestions: 1. Move the MIU unit closer to the sensors; and/or 2. Purchase a booster. Chris suggested that Melanie and staff review previous data from the counters during peak hours from 9:30-5 and compare numbers for a better understanding of the default. This matter is ongoing and will be placed on the agenda for the next library board meeting.
3. Under 2<sup>nd</sup> Reading of Library Ordinance: the proposed amended Library Ordinance has been approved by the City Attorney. Since no further changes were suggested by the Board, the Ordinance will be presented to the City Council for the second meeting.
4. Under Upcoming Events: The Librarian reviewed the following upcoming events: 1) Heritage Days, which will be held April 21 – 23, 2016. The Library is playing a very important part in this historic event, as it will be the main meeting place for tours, authors' book reviews and readings, speakers etc. 2) the Music Club will present a program at the Library to the public on April 14<sup>th</sup> highlighting the well-known music of Sting; and, 3) June reading program.
5. Under Budget: Chris reported that off-budget money may be useable by the Library from other departments before the new budget is in effect. Melanie then suggested that an "office center" be made available at the library for patrons who don't have access to copiers, printers, fax machines, etc. She reported that her staff makes a lot of copies for the public, especially during tax season. She has investigated this project and reported that the Library could lease a black & white & color copier/printer/fax machine from RICOH for approximately \$110 - \$120.00 per month. The rental fee includes a number of copies allowed each month, supplies expensive ink

cartridges and maintenance. Chris asked Melanie to review expenditures in the past and compare to the cost of the lease, etc. and report back to the Library Board at the next meeting.

6. Under Promoting the Library: members further discussed the possibility of implementing a "Welcome Wagon", which would include the following: compile an information sheet for newcomers containing pertinent information about utilities, clubs, library, etc. and display the info sheets/flyers in public places. A welcome letter from the City could also be included. Melanie reported that the "koffee klatch" on the 1<sup>st</sup> Friday of every month offering coffee and donuts, seemed to be catching on with the public.
7. Under Teaching/Hands on Programs: Suggestions made by members were the following:
  - a) Hold classes on Twitter/technical preparation. It was recommended that Melanie contact Sari McCoy, who works in the school superintendent's office, for possible instructors for this class;
  - b) Hold coloring sessions for both adults and children.  
Chris suggested that we might pursue a calendar of events in rotation, such as i.e. once a month have a program/event of some sort on Thursday night; continue to have the Koffee Klatch on Friday and hold a coloring event on Saturday.
  - c) One of the programs could be on the Milam County Historical Commission and how to implement its website;
  - d) hold a contest regarding the artwork and antiques in the library and serve wine and cheese;
  - e) ask J. Griffis Smith to come and do a program for kids and one for adults and serve refreshments.;
  - f) ask Donnie Rinn to do a program on historical people; have a tour viewing historical homes in Rockdale and serve refreshments at the Library;
  - g) have children perform;
  - h) have the jazz band from high school perform;
  - i) hold a painting class for kids.

Chris also suggested asking for volunteers from the Senior Citizens group, attendees at the Koffee Klatch, etc. to assist with the above projects.

8. Under Survey: Sharon handed out a copy of a survey done in the past as an example for preparing an updated one. It was suggested that Melanie contact other libraries for additional examples for review. After a general discussion, members decided what questions to ask and discussed the best time to distribute the surveys to the public. Due to small attendance at the board meeting, It was also decided to hold a special called meeting in the immediate future in order to prepare the final survey.

The next regular meeting will be July 7<sup>th</sup> at 6:00. Several of the topics mentioned above will be re-visited at that time.

There being no further business, the Chairman adjourned the meeting.

Respectfully submitted,

Michelle Earley

Library Board Secretary