

**Helen Hall Library**  
**Regular Board Meeting Minutes**  
Tuesday, July 16, 2019  
HHL Board Room

**1. Call to order**

The meeting was called to order at 6:30 pm.

**2. Roll Call of Members**

Board members Tommy Frankovich, Kathie Nenninger, and Mark Lardas were in attendance, along with City Librarian Jenny Brewer, Assistant City Librarians Teresa Potter-Reyes and Darla Rance, and City of League City councilperson Larry Millican.

**3. Opportunity\* for Citizens to address the Board**

No citizens wished to address the Board.

**4. Approval of minutes**

The minutes for Board meeting June 18, 2019 were approved as submitted.

**5. Council Liaison comments**

Mr. Millican noted that the Budget work sessions will start next week and asked Jenny to share new requests in advance of the library's appearance. Jenny explained that City Administration had found money to fund all new requests out of the current year's budget, and that the Council would only be asked to approve increases and decreases to base, particularly in the library materials line items. Some materials which had previously been funded through the county will be moved to the City budget so that county monies can go toward downloadable materials. Mr. Frankovich mentioned to Mr. Millican that the library needs to get into the Capital Improvements Plan this year. Mr. Millican stated that he is proud of the strategic planning routines, City Manager evaluation and Goal-setting, and other annual processes that this council has put in place and hopes these will continue. These routines have made planning more focused and given projects more continuity.

**6. Chairman's comments**

Mr. Frankovich noted that his administration had put the Capital Replacement Plan in place and had moved to all-cash purchases of vehicles, etc. and no longer finances large purchase. He mentioned that this had been his highest priority as Mayor. He thought it would take five years, but they achieved it in one. Mr. Millican noted that when there is high turnover in Director positions it sometimes takes the Directors a couple of years to understand how much these things cost.

## **7. Unfilled position update**

Two Page positions and one Administrative Assistant position postings have been closed with interviews scheduled. There were over 350 applicants for the Administrative Assistant position and over 100 for the Page positions.

## **8. Budget update**

Jenny had already given the update during Mr. Millican's comments, but Mrs. Nenninger wanted to know whether media conversion equipment could be included. Mrs. Nenninger thinks patrons would benefit from being able to convert VHS tapes to DVDs and slides to .jpg or .png. Teresa said she would ask Information Technology Director Ryan Smith.

## **9. Board Council presentation final review**

Jenny showed the Board the changes she had made in the PowerPoint since the last meeting and discussed the logistics of the presentation. Mr. Frankovich offered Mrs. Nenninger the opportunity to speak for the group and Mrs. Nenninger accepted. Mr. Lardas will also participate.

## **10. Library Staff Reports**

### **a. City Librarian Report**

#### **i. Needs Assessment Update**

City Librarian and Access Services are working up operating budgets for the various options the consultants have identified. Chien and Jenny have requested a final draft by August 2, as City Manager has asked to see it. Consultants will then have a week to make any changes the City Manager might request before making their presentation to Board on August 20. After that, they will present to the Council work session on September 10.

#### **ii. Friends of the Library report**

- The Friends have found a vendor to fill the front square spaces outside the front of library with rocks to make it look more attractive. Staff are working on getting a contractor out to complete the job.
- The current budget stands at \$33,741.86 – they were thinking of investing some into a savings account rather than leaving it all in a checking account, now they are discussing Certificates of Deposit.
- Jenny described the Staff Summer Reading program that the Friends funded. She also explained how the overstuffed status of the library has meant that there are not that many appropriate uses for Friends funds, as we prefer to have them buy furniture or equipment items that can have a donor's plaque affixed to them, calling attention to the Friends existence and work.

### **iii. Community in Focus update**

Jenny has taken over the coordination of the Community in Focus program, with London standing by to assist, if needed, and will be working with Jennie Bolton of the Houston Chronicle to publicize exhibits. August's artist will be Thelma K. Brown. Jenny mentioned that she needed a Press Contact at Galveston Daily News and Mr. Lardas recommended Angela Wilson.

#### **Thelma K. Brown Artist's Statement**

"I have been painting for over 50 years. My love of painting I started when I was 12 years old when my mother let me play with her paint box. I have been painting ever since. Growing up in New Orleans was the perfect venue to nurture the artist within. I spent countless hours in the French Quarter in and out of art galleries. My training was at the Academy of the Holy Angels under the guidance of Sr. Mary Regina of the Carmelite order. There is no specific theme or genre that I hold to. When I see something striking, I try to recreate it as accurately as possible."

### **b. Assistant City Librarians' Reports**

#### **i. Public Services**

##### **Outreach**

- Darla shared that she had presented Storytime Under that Stars to 15 participants at Hometown Heroes.
- Children's and Public services staff also attended the "Setting the Trend" event and interacted with 167 people.
- Children's staff also presented to 31 children at Abundant Life Christian School and 21 at Chick Fila A (there were 910 people reached on Facebook through this event and 1,588 on Twitter.)
- The Teen librarian did outreach to 16 members of a Boy Scout Troop that visited the library.
- Volunteer Services did "Book Buddies" outreach at a variety of Seniors facilities and is working on doing a Volunteer Story Time at the YMCA with Lisa.

##### **Adult Services**

- Jerry Woodfill of NASA's warning system came and presented to 55 attendees.
- The Adult Summer Reading Club has 268 entries and 152 participants.

##### **Children's Services**

- For the month of June, there were 43 Children's programs with an attendance of 2,322.
- Also, summer reading is halfway complete. Over 1,750 patrons have picked up the first log.

### **Teen Services**

- There were 17 Teen Programs in June with 515 participants.
- On the Summer Reading Program, there have been 134 participants, 301 total logs turned in, and 3,010 total hours of reading.

## **ii. Access Services**

### **Circulation Services**

- Circulation Page Jackie May handed in her resignation, her last day is Friday, July 19th; we hope to hold interviews for the position soon.
- Melissa Paris was hired to fill the previous vacant page position in the circulation section.
- Circulation Summer Assistant Emory Dunn is being promoted to full-time circulation clerk on July 22nd.
- The first two Library: Behind the Scenes programs had a total of 27 attendees. The last program is on July 18th at 10:30 am.

### **Technical Services**

- As we approach the end of FY2019 and collection development staff are making their last materials purchases, Technical Services looks forward to successfully completing our end of fiscal year goals.
- In looking toward FY2020, Technical Services Librarian Meredith Layton has begun discussing with her staff shifts in collection use by patrons and possible strategies to address and meet changing demands, such as more intensive cross-training in monographic cataloging and reviewing and updating current cataloging policy.
- With our Interlibrary Loan services becoming less dependent on paper requests, Technical Services Clerks Gayle Funderburg and Stephanie Flier have instituted additional time-saving strategies to expedite returns of ILL items to their home libraries by keeping all incoming paperwork within their shipping bags and envelopes (rather than interfiling shipping paperwork with printed requests).

### **Access Services**

- Circulation recently received a Helen Hall Library book that was mailed all the way from an UBER stand at the Seattle Airport. The kind citizen that found the HHL book put the book in a mailer envelope and paid approximately \$7.50 to mail the book back to us.
- Facilities finished adding a chair rail to the library theater walls. The chairs we use were tearing up the paint and the wall. The next step is to repaint the theater.
- The walls in the upstairs and downstairs elevator areas were repainted. They were extremely scuffed up and dirty. They look much nicer now.

- The Houston Area Digital Consortium is on the brink of a major change. HADC consists of 15 participating libraries across the Houston major metropolitan area. Houston Public Library intends to leave the group. HADC's role is to facilitate an expansive and affordable Overdrive collection to participating libraries and their patrons. With HPL's exit, approximately 9% of the collection will be removed, but with their exit 65% of the holds burden will also be removed. The remaining participating libraries will take this opportunity to decide how to adjust future payments.

**c. Statistical Reports**

Jenny pointed out the downloadable figures on the five-year page, which have doubled. She also pointed out the 64% increase in OverDrive video. Jenny explained that she had been putting more money into video as an experiment but noted that the selection is not good. She briefly explained Kanopy and Hoopla, two other streaming video vendors, and the pros and cons of each. She noted that one or the other of these products will likely be included in the FY2021 Budget request.

Teresa pointed out that the Database Users number is temporarily unavailable until EBSCO's reporting feature is fixed.

**d. Calendar of Events**

Jenny highlighted the History Club's Apollo Mission Control Restoration program on July 25 at 7:15 pm; the children's "Living in Space" program on July 24 at 10:15 at the Civic Center; and Writers' Works in Progress Night, which will meet for the third time on July 18.

**12. The next scheduled Board of Trustees Meeting is Tuesday, August 20 at 6:30 pm**

**13. Adjournment**

The meeting was adjourned at 7:29 pm.