

✓ approved
8/18/2020

MINUTES
HELEN HALL LIBRARY BOARD REGULAR MEETING
TUESDAY, JULY 21, 2020 AT 6:30 PM
LEAGUE CITY RECREATION CENTER
FY2020

Jeanne Avandsalehi

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, Jeanne Avandsalehi, Lilian Murphy, and Mark Lardas were in attendance, along with Assistant City Librarians Teresa Potter-Reyes and Darla Rance, Administrative Assistant Julie Orff, Parks and Cultural Services Director Chien Wei.

3. Opportunity for Citizens to address the Board

No citizens present.

4. Approval of minutes

The minutes for Board meeting June 16, 2020 were approved as submitted. Secretary Jeanne Avandsalehi signed for record keeping.

5. Council Liaison comments

Mr. Kinsey was not present.

6. Chairman's comments

Chairman Tommy Frankovich thanked everyone for attending.

7. Board Presentation to City Council August 11, 2020

Assistant City Librarian, Teresa Potter-Reyes, reported that City Librarian, Jenny Brewer, is currently working on the presentation for the Board. It will include a summary of the needs assessment recommendation, an update with the flooding events from December 2019 and July 2020, how the COVID pandemic has impacted the library and the adjustments implemented to continually meet the community needs. Board President Tommy Frankovich will present on August 11th to City Council. He requested to meet with Jenny prior to reviewing the presentation. Mr. Frankovich sees one major conclusion: the Library needs more space.

8. Budget Update.

Chien Wei, Parks and Cultural Services Director, commented that the city is currently holding budget workshops. The Library's budget will be discussed on August 4th. The public is invited to attend in person or view the meeting online. Overall the meetings are going well in Chien's opinion.

9. Staff reports.

- a) City Librarian Report was presented by Assistant City Librarian Darla Rance:
- i. Unfilled position update
Currently there is one part time Clerk position open but not approved.

ii. Friends of the Library update

The second mystery bag sale for July did not occur due to the spike of COVID cases in the city. The library children's staff and technical services staff have been busy packaging the books for Better Work and Thrift Books for resale.

The Friends are working with Volunteer Coordinator London Lawrence on the upcoming program Operation Grab and Go.

b) Assistant City Librarians' Library Staff Reports

i. Public Services

Darla Rance reported that summer programming continues to be offered virtually through the website and Facebook and was proud to announce that the public is still involved, summer reading is happening!

Adult summer programs include a Tablet series presented through Facebook featuring crosswords and anagrams, painting, drawing and puzzles. The two events that have been held have had 11 engagements, 6 likes and 2 shares. 73 Adults have registered for the summer reading program submitting 132 entries.

Children summer programs include Story Time, Arts Alive program, Nature Journaling and Julian Franklin. In June, the weekly online story times had 167 views. The Wild Things Zoofari Zoom meeting had 18 participants, Houston Astros Orbit show had 8. The Nature Journal program had over 246 shares and likes. This weekly program was developed by Children's Senior Assistant Librarian Cody Kiser. The program, presented on Instagram, is an interactive event to encourage children to experience and observe nature in their own back yard. They are encouraged to journal or draw what they see and share. Cody then relates the experience with books from our collection.

July continues to be busy for the children's department. To date, story time has 121 views. The Arts Alive! Online Fairy Tale Fun had 28 views and part 2 airs on July 22. Online Dance Across India had 22 views and the Online Marionette Playhouse of Sleeping Beauty had 36 views. To date in July, 306 families have viewed the Nature Journal program.

Throughout the summer we have presented the Season of Streaming, Online Variety Arts Show with 289 views. The Children's summer reading program have 284 children registered; 128 have completed log 1, 77 log 2, 35 log 3 and 16 children have completed log 4. That is a total of 1,280 hours of reading!

Teen summer programs are virtual including 41 participants in the summer reading program, 20 participants for the Teen Advisory Board, 14 for the Writing Club, 8 for the Anime Club, 8 for Magical Anime Marathon, 10 for Game On and 20 participants for Legends and Lore. They are looking forward to their upcoming Magic Workshop on July 29th. Some of the Teens have commented that they prefer the virtual programming so that they don't need to get a ride to the library.

Adult, Children's and Teen Services staff have all taken part along with Circulation with the Library's chat function answering many questions. This service provides a great way to stay connected with the public and provide live updates. All staff members continue to follow social distancing when possible with helping our patrons and clean their departments, computers and workstations frequently.

London Lawrence held the first virtual volunteer orientation with 15 attendees. The Library had a total of 54 volunteer hours in June including teens and adults. London also hosts the Great Books Club which will resume in July with the novel, *Drive Your Plow over the Bones of the Dead*. London's Live @ The Library has had an average of over 3,000 plays a month with multiple reactions. The Library uses this service to stay up to date with the community and provide real time information.

Operation Grab & Go is in the works for the beginning of August. In collaboration with the Friends of the Library, local non-profit organizations, community partners and leaders we will host this weeklong event beginning Monday, August 10 from 12-2 PM outside in front of the

Library. The purpose is to bring together the many resources offered to citizens of Galveston County during the COVID pandemic. In addition, we will be giving away commemorative mask kits as part of our new virtual campaign #MASKED.

ii. Access Services

Teresa Potter-Reyes reported that the Library had a new leak event the evening of July 20th. After the library closed, one of the downstairs toilets leaked. Facilities responded immediately and a few library staff helped to move furniture, a small portion of the collections and the corresponding shelves. The mitigation company arrived at the library a few hours later and began cleaning. They set up fans and dehumidifiers that will run for approximately 72 hours. After the carpet is dry, they will shampoo the affected areas and reassess. None of the collection was damaged and the few shelves that needed to be moved were moved without harm. Library staff hope to return to normal operations within the next week. Facilities' and the Library staff's experience with past flooding events helped with the quick and more organized clean up and temporary placement of the books. Board Member Kathleen Nenninger asked about the leak and the source. Teresa explained that the plumbers are working on the problem and is thought to be a toilet flushing incident and not a pipe problem. The cleanup was quicker with this event due to the timing that the water was found, the condition of the new carpet, it was clean water and only the floor was affected not the ceiling and walls.

Circulation Department

Our Circulation Department continues to remain on the front line of the library during the pandemic with greeting and helping the public and cleaning after every use of the self-check stations. Teresa continues to be proud and grateful of their work and dedication to the Library.

Elizabeth Whitworth is Circulation's new Page, starting on Monday, July 20th. Circulation Clerk Emory Dunn made a new resource guide for patrons that lists multiple free entertainment resources that can be used while the patrons remain at home during the pandemic.

We continue to reach patrons through the chat feature. June of 2019 had a total of 5 chats while June of 2020 had 83.

Technical Services

The staff continues to catch up on cataloging new materials with productivity again at its highest for the fiscal year for June. As we prepare for the end of FY20, orders are getting processed as quickly as possible with 79 new orders placed in June.

Technical Services Clerk Kathryn Rose, Office Support Assistant Pat Hruby and Technical Services Librarian Meredith Layton have continued working with the Public Services staff on large scale weeding projects and on boxing materials to be sent to Better World Books and Thrift Books for resale.

Access Services

The last four weeks average 268 visitors each open day and 8 curbside visitors. The Texas State Library and Archives Commission Interlibrary Loan grant was approved by council last week. We participate in this grant program each year to offset direct costs which are incurred from participating in statewide resource sharing during the FY.

c) Statistical Reports

The pandemic continues to affect all of the libraries in the district. We are seeing strong numbers in virtual programs. Computer questions continue to be strong even though fewer computers are being offered. The systems we have in place are working as our patrons' needs are still being addressed.

Friendswood Library closed last week due to the pandemic.

Chien mentioned that the COVID Business Task Force was asking when the library will return to regular hours. Teresa reported that Mondays continue to be our busiest days, Saturdays are the slowest with about half of the daily total. Thursday evenings are extremely slow and may not be worth the cost during this time. Supervisors and Administration continue to take temperatures and hand out masks to all patrons. Chien thanked the library staff for all of the extra duties they are performing daily and their efforts during this pandemic.

d) Calendar of Events

All programming remains virtual through July. Face to face programming will hopefully resume in August. The timing remains uncertain due to the use of the theater. Kathie Nenninger asked about the timing uncertainties. The Children's workroom is waiting for a replacement floor. The Children's staff is temporarily working in the theater. Once the move has been made from the theater back to the workroom, we can begin to introduce limited programs with social distancing standards. Darla mentioned that all departments are working on continuing virtual programs through August.

It was also mentioned that the banister is planned to be completed as well as office doors. Exact timing is unknown, but it is getting closer to completion.

10. Board Comments

Kathie Nenninger presented a flier from the library in Grosse Pointe, MI. The town has a population of 46,000 people and has 3 library branches. They are planning a beautiful outdoor community plaza. She mentioned that this would be a great venue for League City. The flier is attached to the minutes.

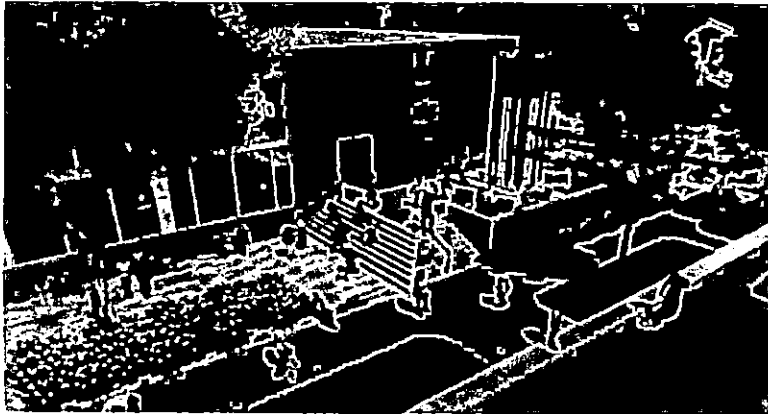
11. Review of follow-up items generated during meeting

Mr. Frankovich would like to follow up with Jenny on the Council presentation prior to August 11.

12. Adjournment at 7:02 pm

Library renovations begin at Central Branch

By: [Mária Allard](#) | [Grosse Pointe Times](#) | Published July 7, 2020



A rendering of the Grosse Pointe Public Library's Central Branch, on display at the groundbreaking ceremony, depicts the renovations.

GROSSE POINTE FARMS — Construction has begun at the Grosse Pointe Public Library's Central Branch to build a new outdoor community plaza with free Wi-Fi and to renovate the front porch to add an outdoor seating area.

On June 30, the library board of trustees and staff held a groundbreaking to kick off the phase one renovations at the Central Branch. Phase one plans also include enhancements at the Ewald Branch in Grosse Pointe Park and the Woods Branch in Grosse Pointe Woods.

All three branches are undergoing renovations based on a "Space Needs & Capital Assessment" study that library officials conducted over several months with krM Architecture, Plante Moran Crèsa, and livingLab Landscape Architecture.

Board of trustees President Abigail Ward, while addressing the crowd in attendance, said that in 2017, a strategic plan called for improving the interiors and exteriors of the library branches. After a one-year critical needs assessment, the building improvements were determined.

The Ewald Branch phase one projects will include refreshing the interior finishes and lighting, and improving site lines and safety at the main entrance, circulation and reference desks. The plan also includes improving acoustics throughout the building.

Over at the Woods Branch, there are plans as part of phase one to enhance the entrance lighting, improve the stairwell to make it safer for use and add a public entrance with a canopy on the Mack Avenue side of the building.

Quinn Evans, which has an office in Detroit, is the architect for the projects. McCarthy & Smith Inc., based in Farmington Hills, is the construction company. Giffels Webster, with offices in Detroit, Washington Township and Birmingham, is the engineering firm.

Library representatives are looking forward to the changes.

"Today is a momentous day as we break ground on our new plaza and kick off renovations at Woods and Ewald," Library Director Jessica Keyser said. "This project has been a dream for over three years. I am thrilled we are able to move ahead (with) this project."

"I think it's going to look absolutely great," said Grosse Pointe Woods City Council member and Friends of the Grosse Pointe Public Library President Vicki Granger, who attended the groundbreaking. "I think it will be a nice community gathering space."

According to a library press release, the total budget for the phase one improvements is approximately \$2 million funded through capital reserves and donations. The complete Space Needs & Capital Assessment is available on the library website at grossepointelibrary.org.

Library Marketing and Programming Coordinator Mary Ann Short said the Central Branch phase one project is expected to be completed in eight weeks. The Woods phase one renovation projects are ready to start; the Ewald projects have not yet begun.

Because of COVID-19, all three library branches have been closed since mid-March. The library is offering curbside service. Residents can place holds on the items they want online. When those items are available, residents will get a notice to come to their branch to pick up the items curbside.

To put items on hold, customers also can call the library reference hotline from 10 a.m. to 6 p.m. Mondays through Saturdays at (313) 389-6212. Residents can call the library to place something on hold, or use the online catalog.

The Central Branch is located at 10 Kercheval Ave. in Grosse Pointe Farms. The Ewald Branch is located at 15175 E. Jefferson Ave. in Grosse Pointe Park. The Woods Branch is located at 20680 Mack Ave. in Grosse Pointe Woods.