

MINUTES
HELEN HALL LIBRARY BOARD REGULAR MEETING
TUESDAY, AUGUST 18, 2020 AT 6:30 PM
LEAGUE CITY RECREATION CENTER
FY2020

Jeanne Avandsalehi
9/15/20

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, and Mark Lardas were in attendance, along with Assistant City Librarians Teresa Potter-Reyes and Darla Rance, Administrative Assistant Julie Orff. City Councilman Larry Millican was also present.

3. Opportunity for Citizens to address the Board

Councilman Larry Millican stated that he enjoyed the Council presentation last week by Board President Tommy Frankovich. He mentioned that it was well put together, thorough and summed up previous questions and concerns. Well done!

4. Approval of minutes

The minutes for the Board meeting held on July 21, 2020 were approved as submitted. Board Secretary Jeanne Avandsalehi, signed for record keeping.

5. Council Liaison comments

City Council Liaison Mr. Kinsey was not present.

6. Chairman's comments

Chairman Tommy Frankovich thanked everyone for attending tonight and thanked Mr. Millican for his comments. Mr. Frankovich thanked the Library staff for putting the presentation together, giving him a hard copy to follow with notes. He appreciated the communication and the presentation.

Assistant City Librarian Teresa Potter-Reyes mentioned that a brief snapshot of the presentation was included in each of the Board binders.

7. Staff reports.

a) City Librarian Report was presented by Assistant City Librarian Teresa Potter Reyes:

i. Unfilled position update

-There is one part-time Clerk position unfilled and posted.

-There is one part-time Page position unfilled and not posted. We are waiting until the pre-COVID numbers and programs are restored.

-The Library is averaging 300 visitors per week. We are getting closer to our pre-COVID numbers.

-The following schedule has been presented and approved to reopening the library to the Pre-COVID standards and hours.

August 14

Add all public seating that can be safely spaced with 6 feet. Large overstuffed chairs will be available, study carrel seating will be available, and table seating will be available, but all at least 6 feet apart. (some may be 5 feet apart, but they are back-to-back and not face-to-face)

August 19

Add Children's Services self-check.

Add three additional Adult Services computers.

August 24

Add Children's Services computers (2) and print station.
Extend Monday hours to 9:00 pm.
Add Sunday (August 30) hours from 1:00 pm to 5:00 pm.

September 8

Face-to-face programming starts! Each program will be registration-based and will be automatically spaced out for safety.
Volunteers can return to the building on a staggered schedule with tasks that would limit contact and maximize safety.

October 5

Extend Tuesday hours to 9:00 pm.
Extend Wednesday hours to 9:00 pm.
All hours will be restored.
Donations will be accepted, and the bookstore will reopen.

January 19 (If not sooner)

Study rooms available again.
Meeting rooms available again.

-The Library is very excited to have face-to-face programming resume. Virtual programming will still be offered for those patrons who are not ready to attend face-to-face.

-Precautions are being made to keep social distancing in mind when replacing seating and computers for the patrons.

-Councilman Larry Millican asked about purchasing sneeze guards for the computer area. Teresa explained that the tables and chairs are set up based on outlets and network drops. Sneeze guards will be something to investigate.

-Board Secretary Jeanne Avandsalehi mentioned that the health care industry uses a bendable guard that is self-standing.

-Tommy Frankovich mentioned that some establishments are using clear shower curtains and that might be an option.

-Assistant City Librarian Darla Rance mentioned that social distancing and equipment cleaning are still a concern.

ii. Budget update

-The library had some increases to base for a few necessary software upgrades, but there were some reductions in supplies and services accounts. Generally, the budget is conservative and keeps expenditures limited.

-Personnel Services net increase of ~\$17,000 for forthcoming merit increases.

iii. Friends of the Library update presented by Darla Rance

-Friends of the Library Treasurer Janel Salmen and Secretary Juliet Bhagwandin helped with Operation Grab & Go.

-The Friends got a request for book donations for a Free Library that a Girl Scout troop is building for their Silver Award in the Bayview subdivision.

-The Friends Volunteer Coordinator has moved away from the area, London Lawrence has a volunteer, Bobby Hewitt, who has offered to help. Mr. Hewitt was a huge help with the recent Grab and Go.

-The Friends Bookstore should reopen with regular hours in October. Volunteers are reluctant to work at the current time. Customers currently can shop, one family at a time, and Circulation is covering the check out.

b) Assistant City Librarians' Library Staff Reports

i. Public Services

Adult Services

-The virtual Adult Summer Reading Club had 172 entries with 98 participants which 50 received \$5 Amazon gift cards.

-The virtual Road Trip Across America blog highlighted titles of books, audiobooks, and DVDs in our collection. Each full-time Adult Services staff member researched information about a section of America and provided links to our catalog.

-Adult Page, Susan Garza, hosted a virtual craft program demonstrating how to make book covers.

-Local History Librarian, Caris Brown, hosted Did-You-Know historical videos

-September will resume in-person classes as well as continue with some virtual programming.

Board Member Kathie Nenninger mentioned that she has viewed the Road Trip blog several times and watched the fun book cover demonstration. She is interested to see what programs are offered both in-person and virtually.

Teen Services

-The Teen virtual summer reading program had a total of 52 participants and 1,180 hours of reading. Prize pick up continues.

-In July, there were 12 virtual teen programs with 99 participants.

-Virtual programming has been positively received by this age group. (partially due to not having to rely on rides to and from activities). Teen Librarian, Sheldon Stevens, hosted Pandemic Palooza from 7-10pm. The 13 participants had so much fun, they kept the event going until midnight.

-Limited seating has been restored in the Teen room.

-Sheldon is working with CCISD League City Intermediate and Creekside Intermediate on a virtual outreach opportunity.

Mr. Millican mentioned that it was intriguing to identify what programs are stronger online vs in person.

Children Services

-The summer reading program was 100% online with 284 registered, 256 reading logs and 1,280 hours read.

-Story time will be in-person starting September 8. There will be a registration system due to limited social distancing.

-Virtual programming will continue including the Nature Journal and the Tween Writers Club.

-The Children's Librarians were able to move back into their workroom.

Volunteer Services

-London Lawrence collaborated with the city's Communication Department on a new video series "London Learns League City". The first video featured Helen's Garden.

Kathie Nenninger mentioned that some of the facts in the video were not correct as she is part of the Historical Society.

-Operation Grab & Go had 500 plus participants.

Kathie Nenninger mentioned that she spoke with City Councilman Andy Mann who loved the Grab and Go event. He felt this was exactly the type of events we need to have.

-London is working on volunteer training and tasks being virtual, speaking with volunteers on coming for in-person volunteering activities.

ii. Access Services

- Technical Services Librarian Meredith Layton and Circulation Supervisor Kelsea Meza completed a contact tracing course for COVID19. This has been a trend with Librarians throughout the country and can be an interesting possibility to benefit patrons in the future.

Circulation Services

-Circulation Clerk Katie Broussard updated the user address map for FY2020 with all League City and other local area addresses of library users.

-Circulation Supervisor Kelsea Meza was officially appointed the voter registration point of contact for the Texas Secretary of State. Per Election Code 20.001, public libraries must offer voter registration applications to all persons applying for library services in person. If a patron completes the registration form in the library, we are responsible for returning it to the county registrar. Since revising our voter registration policy last week, we have had 3 completed forms!

Kathie Nenninger mentioned that this was huge and to make sure that Kelsea was officially deputized.

Teresa added that they have been working with the City Attorney with this issue.

Mr. Millican added that this would be great service to promote with the City Communications office.

Kathie agreed and mentioned that so much of the services and events that the library offers are unknown to the public.

Technical Services

-Technical Services staff continue to show month-over-month increases in materials cataloged, with July being the highest productivity month this fiscal year.

-The workroom has had new furniture and storage installed, bringing its renovation almost to completion.

-Meredith's 8-month-old son Ozzie completed his first ever summer reading program at Helen Hall Library, finishing three logs and watching our weekly virtual story times!

c) Statistical Reports

-Downloadable media continues to be the dominant form of circulation. Total materials circulated is down; however, we have maintained an increase in circulation each month since reopening.

-The number of holds placed in each of May, June, and July were higher than any month prior.

-Steady number of new registered patrons.

-Some online programs this summer were continuously run through June and July.

Statistics for online programs were tallied the month they were posted, and the data was collected on the last day of the month, at the end of the business day. Some programs carried over from June into July (and August) if the copyright extended that far. Due to an altered schedule for COVID-19, Summer Reading Program started June 15. Most of the children's programming was hosted in July. This made the stats for July increase over those of June.

Teresa noted that the library is looking at how the state looks at program numbers and how an in-person event is tracked differently than a virtual event. Not all Libraries, not all departments are recording stats the same way.

d) Calendar of Events

Exciting to have in-person events; registration will be required.

8. Board Comments

Jeanne Avandsalehi asked about the building repairs and the stairway railing. Teresa mentioned that the railing and painting has been completed. The handrail will be repainted a darker color and the missing doors to the board room and admin should be installed this month.

9. Review of follow-up items generated during meeting

None

10. Adjournment at 7:03 pm