

**MINUTES OF THE BOERNE PUBLIC LIBRARY  
ADVISORY BOARD MEETING  
April 28, 2011**

President Jeanne Clark confirmed that a quorum was present and called the meeting to order at 6:00 p.m. Also in attendance: Paula Petty, Ashlee Pfeiffer, Russell Hawkins, Chuck Bardwell, Carol Green, Rita Weber, Kelly Skovbjerg, and Elisa Welder. Member Brian Cartwright was absent.

**Guests**

No guests were present.

**Reading and Approval of 3/10/11 Minutes**

The minutes of the last meeting were read and approved. The motion was made by Carol, Russell seconded.

**Citizen Comments**

None.

**Library Director's Report**

Having been invited to purchase their library card numbers, patrons have thus far given enough to purchase two new laptops for the young adult department. The cards, bookmarks, and key fobs for the PHPL were passed around for the Board to view; all seemed very approving. The last book group at the BPL meets on May 5; discussion groups start up again in June.

It was noted that both patron visits and new cards made are down from last year, but everything else has shown a marked increase. Kelly hopes for a skyrocket in numbers after the opening of PHPL; the Board agrees this will happen.

**Committee Reports- AALS Advisory Council Member, KCLAB Rep**

Statewide budget cuts were discussed, with particular regard to Texshare and the impact cuts may have on the library. It was acknowledged that patrons do make use of the Texshare program. Kelly also explained what the Lonestar grant is and how it has been used this year and in the past.

The former KCLAB representative, Linda Hare, has resigned from her position. Kelly asked the Board if any knew of a potential replacement. The KCLAB meets three times a year; the next meeting is in October.

**Local and Family History Archives (LAHFA) Update**

Some new volunteers have joined the (still small) LAHFA team. Things are carrying along as usual. They're also preparing for the move out of the Dienger building. The family history place (or at least a section of the building) is up for rent.

**Old Business**

Construction/Foundation Update

Construction on PHPL is almost completed. The site is still very active but the contractor has left and all that remains are IT installations, furniture, etc. Kelly noted that there will have to be significant cleaning to do before the Gala (June 3), to which 150 people have RSVP'd so far. Two thousand, seven hundred (2,700) invitations were sent out on 4/28, with the hopes of 300 more to be sent out in the following weeks. Anyone is welcome to attend, but invites are being mailed to donors and the library's mailing list.

The Foundation met with City staff on 4/28—to date, \$1.566 million has been raised. Pledges of \$107,000 will be finished by 2013. Grant requests have been submitted in the amount of \$425,000.

The Grand Opening is being held on June 4; the Board has been invited to sign up for volunteer positions for the opening day. Kelly explained the various activities and events which will take place throughout the day. Carol suggested that the first checkout at PHPL be made significant—suggestions to raffle, auction, or give the slot away were presented. On May 18, the children from St. Helena's will be carrying the first books over to the new library.

#### Unattended and Disruptive Behavior Policy

The Board agreed that this will be a bigger problem in PHPL, where there will be more space to cause disruption. It was also agreed that the policy has been edited extensively and all appropriate changes have been made. It was noted that the phrase “appropriate agencies” should be altered to designate the Boerne Police Department in all instances. Rita moved to accept the policy with this change, Paula seconded. Motion carried.

#### PHPL Operating Hours

The proposed schedule, as decided in January was:

M-Th 10 a.m. – 8 p.m.

F 10 a.m. – 6 p.m.

Sat 10 a.m. – 4 p.m.

This was proposed to accommodate more time for commuters. The door count from BPL demonstrated that more people use the library from 9 to 10 a.m. than do 6 to 8 p.m., but it was noted that the morning door counts were not always recorded. Carol suggested staggering staff shifts throughout the day.

Jeanne proposed keeping the schedule as it is, and Chuck added that patron input was needed in the new facility and suggested keeping the schedule as it is for the time being and conducting a survey in the new library. Chuck moved to accept this proposal, Russell seconded. Motion carried.

#### **New Business**

##### ADA

The formatting change was noted and the policy was reviewed. Ashlee moved to accept the policy with the change and Chuck seconded. Motion carried.

##### Confidentiality

The Board asked Kelly her opinion on the changes (mostly deletions) made; Kelly said she approves of the policy as written. Jeanne emphasized the staff using discretion in disclosing titles; it was noted that this would be more of a function of training rather than policy. Russell made a motion to accept, Carol seconded. Motion carried.

##### Gift Acceptance and Donor Recognition Policy (& Acquisition of Art)

The Board reviewed the policy—from the sections on gift acceptance and recognition, the Board only wished to remove “/or” from the phrase “Library Director and/or Library Advisory Board” and to simply designate “personal property” in the gifts section. The acquisition of art policy proved more problematic, as there is often an expectation to purchase when art is exhibited. Kelly proposed that she take this section of the policy to the Foundation (one of their goals is to coordinate obtaining art for display in PHPL, anyway). Chuck moved to accept the Gift and Donor sections of the policy with changes, and have Kelly take the Art portion to the Foundation. Russell seconded. Motion carried.

##### Circulation

The Board reviewed the one change to this policy (adding the phrase “in good standing” to the policy for minors obtaining a card). Carol moved to accept the policy, Paula seconded. Motion carried.

Fee Ordinance

The Board reviewed the only change (an increase in price of ear buds from \$1.50 to \$2.00). Kelly added that the City may expect the PHPL to start generating revenue in order to keep the budget flat. Discussion on various potential revenue generators ensued, centering mostly on the price of coffee. An “introductory price/offer” was presented. Paula moved to table the policy until the next meeting, Ashlee seconded. Motion carried.

All voted to adjourn. Motion carried.

The next Advisory Board meeting is scheduled on Thursday, May 12, 2011 at 6:00 p.m.

Respectfully submitted on April 29, 2011,  
Elisa Welder