

The Library Board convened in a regular meeting on Monday, February 24, 2020 at 625 E. Hopkins Street in San Marcos, Texas.

Chair Moore called the Board Meeting to order at 5:34 p.m.

Board Members in Attendance: Martha Moore, Joan Nagel, Jayne Baker, Kathryn Brady, Joanne Engel, Lauren Mikiten, Ann Whitus

Board Members absent: N/A

Staff in Attendance: Library Director, Diane Insley

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **30 MINUTE CITIZEN COMMENT PERIOD:** None in attendance.
 1. **Consider approval, by motion, of the January 27, 2019 meeting minutes.**

Approved as corrected: "direct report" instead of "director report"; remove a dangling phrase at the end of Item 7. Motion by Baker, second by Engel, motion passes with a unanimous vote.
 2. **Consider approval, by motion, a letter recommending that City Council adopt fine-free policy for all children's books.** Director Insley brings additional information about some future City budget shortfalls regarding the Best Buy call center. The City is looking at losing 5% of its general fund from this change, so Director Insley feels it is a bad time to bring another budget change to the City Council for approval. Nagel motions to postpone the approval of the letter, Brady seconds, motion passes with a unanimous vote.
 3. **Provide written feedback about the sample chairs under consideration for the library project.** Each Board Member is given a feedback form; members will do this after the meeting or on their own time.

4. **Review Article 5 Code of Ethics provided by the City of San Marcos.** This document is distributed to the board by Director Insley; no discussion.
5. **Update progress of PGAL Architects and JE Dunn Construction project.** The project is back on schedule. Workers worked 14 days in a row to accomplish this. Some changes have been necessitated because of drilling down and finding water at the wrong level: piers have to be changed in comparison to what they were planned to be. The project is still within the contingency money but the budget is tightening and there may not be funds for some extras the Library was hoping to get. Steel should arrive on March 3. The new parking lot is held up right now because it won't be up to City code (landscaping per square foot) when it is completed and ready to use, even though it will be up to code eventually. The Library wants to use the new parking lot as soon as it is viable, but it would be temporarily not up to code because the landscaping is planned to be done later, when the rest of the landscaping is done. Another unforeseen item that has come up in the building process is that the original building's beam was not cleaned of dripping/excess concrete. Therefore the new beam couldn't sit flush against it as planned; workers had to dig a trench and use a saw to clean off that dripped concrete to remediate this. That cost an additional \$20,000. The last unforeseen item mentioned by Director Insley is that the builders need an additional 4ft. in every direction to install the temporary wall, so more logistics must be figured out about how to stay open and functional in the interim.
6. **City Council Workforce Development Initiative update.** Computer classes have started, 14 people are signed up for the Microsoft Word course. Librarian Deborah Carter continues to lead, people are using the interview room, the Library is offering more services. The workforce-related questions that are asked and answered at the Library will be tracked similarly to an existing survey that the library maintains for monitoring what information patrons are looking for. The San Marcos Workforce Solutions Office is moving from where it currently is on CM Allen to Posey Road. The outreach coordinator there will now be on site at the library 3 hours per day because of

that, to be at a more convenient location to take meetings. Lots of discussion about what a disappointing decision the location change is, because there is no bus route to Posey Road and they primarily serve people who may not have reliable access to transportation. Director Insley is writing a letter to the City Manager to let them know in case they can affect that outcome. This move may mean more people who currently rely on Workforce Solutions will use the Library's Workforce Development services, because the former is less accessible to them.

7. **Annual Internal Review of the Library Board.** This report was distributed to the board by Director Insley.
8. **Director's Monthly Report.** Circulation is up by double digits, which is encouraging to see and the first it's been up that high in several months. Scanner use is very popular. Adult program attendance is down from last year; last year was a big year and several programs that were being held at the Library by outside groups are now charging fees, which means they will no longer be held here. The goal this year will be "year of outreach" since with the renovation there is less program and development space; a good opportunity to focus on developing library services during the construction. On baby day 81 babies attended. On April 25 there will be a "Fix it Fair" - there will be handy people here and people can bring their things to be repaired. Taking volunteers now for repair-ers; basic materials can be provided if handy people need in order to their repairs. Volunteer hours are up significantly. Bilingual Census Storytime "Because I Count" will be held on March 14.
9. **The next meeting will be Monday, March 23, 2020 at 5:30 p.m.**
- IV. **Question and Answer Session with Press and Public.** N/A
- V. **ADJOURN.** Meeting adjourned at 6:22 with a motion by Mikiten, second from Baker and a unanimous vote. The next meeting will be on March 23, 2020 at 5:30pm.

Minutes respectfully submitted by Lauren Mikiten, Library Board Secretary.