

The Library Board convened in a regular meeting on Monday, March 22, 2021 on a Zoom video call.

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, Lauren Mikiten, Ann Whitus

Board Members absent: Joanne Engel

Staff in Attendance: Library Director, Diane Insley

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **30 MINUTE CITIZEN COMMENT PERIOD:** None in attendance.

MINUTES

1. **Consider approval, by motion, of the February 22, 2021 meeting minutes.** Motion by Baker, second from Nagel, motion passed with unanimous vote.

DISCUSSION ITEMS

2. **Dedication Ceremony.** Looking at the month of June. This will be after the library opens; the idea is to have a dedication ceremony instead of a grand opening so that the Library can open as soon as possible. Currently the library is looking to get Representative Lloyd Doggett to speak, so his schedule is being worked with.

ACTION ITEMS

3. **Annual Election of Board Officers.** Baker recommends keeping existing officers. Mikiten says that she would no longer like to be secretary. Moore is willing to continue

being President, Nagel is willing to continue as VP. No one volunteers to be Secretary. The issue of the secretary is postponed to the next meeting. The President and Vice President positions are maintained with current officeholders, motion passes with a unanimous vote.

REPORTS AND ANNOUNCEMENTS

4. **Update progress of PGAL Architects and JE Dunn Construction project.** Lots of activity on the building! Some issues on how the back doors and windows were painted that are being fixed. Some internal finishes on walls in the old section of the building need to be redone. Whitus asks if the paint was a gloss, because it may show more imperfections. Insley confirms the paint is matte and the walls in question will be refinished in addition to repainted. Some leaks that weren't previously known about have been found and damage is being repaired. The children's area is all painted; the meeting rooms are painted and carpeted. There is still some "owner contingency" money left that will be spent at the end of the project, for things like exterior trash and recycling cans. There will be tours this Friday at 2 and 3pm for Library Staff and Board; no RSVP needed, wear close-toed shoes if you come. The project is on time; April 16 should be the last day of construction. There is a walkthrough with ADA representatives tomorrow to make sure the space is compliant. The library will close April 19 to begin the move. There is a lot of furniture to give away, Insley asks for suggestions of nonprofits in San Marcos or Hays County that these can be given to. Moore suggests the Redwood Community Center. Some furniture has already gone to El Centro and Southside Community Center.
5. **Managed hiring update.** A new manager has been hired, Samantha Gordano, from San Antonio. Currently oversees a staff of 30 people and manages workforce development and homelessness outreach; she starts in April. This is the first position being hired, and this person will be involved in the hiring of additional staff, one library

assistant and one library clerk, that have been approved during the hiring freeze. Two library pages have been hired part-time.

6. **All board members should complete a Board and Commission Disclosure form annually.** This will be emailed to the Board by Director Insley, it is due May 1.
7. **Director's Monthly Report.** Last month there were 69 programs. Started a new Spanish GED class. Good responses continue on the YouTube channel and Facebook. There was a drive through Valentine's program with a craft, bubble machine, and music. It was so popular that they did it again for Spring Break and 132 cars came through. The Library participated in Baby Day online. Fourteen programs last month on college-prep. The Library is participating in the 1000 Cups program that encourages entrepreneurship. Partnering with Greater San Marcos Partnership to do an in-person job fair at Embassy Suites, this will be very distanced. Circulation is down by about half from when we closed for the pandemic, a lot of what is down is children's circulation. Issuing about 40 new cards a month, in normal times this number is closer to 200.
8. **The next meeting will be Monday, April 26, 2021.**

FUTURE AGENDA ITEMS

9. **Board Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.**
- IV. **ADJOURN.** Meeting adjourned at 6:25pm with a motion by Nagel, second from Whitus and a unanimous vote. The next meeting will be on April 26, 2021 at 5:30 p.m.

Minutes respectfully submitted by Lauren Mikiten, Library Board Secretary.