

LIBRARY ADVISORY BOARD MINUTES  
OF A REGULAR MEETING

KERRVILLE, TEXAS  
January 18, 2022

On Tuesday, January 18, 2022, the Library Advisory Board meeting was called to order by Megan Bean at 3:00 p.m. in the Library Meeting Room, 505 Water Street, Kerrville, Texas.

MEMBERS PRESENT:

Megan Bean	Chairperson
Carol Wichman	Board Member
Bev Avery	Board Member
Kay Stewart	Board Member
Joe Conklin	Board Member
Beck Gipson	Board Member

MEMBERS ABSENT:

STAFF PRESENT:

Danielle Brigati	Library Director
Kim Meisner	Executive Director of General Operations
Cate Schulenberg	Recording Secretary

VISITORS PRESENT:

None

VISITOR/CITIZENS FORUM:

None

APPROVAL OF MINUTES:

Approval of minutes of the Library Advisory Board meeting held on July 20, 2021

Ms. Bean moved to approve the minutes. Ms. Wichman seconded and the motion and it passed 6-0.

CONSIDERATION AND POSSIBLE ACTION:

The first item for consideration was the appointment of the Library Advisory Board Chair and Vice-Chair. Ms. Bean opened the discussion and stated she would be willing to serve a second term as Library Chair if there were no objections. Ms. Wichman nominated Ms. Bean for Chairperson and Ms. Avery seconded. The motion passed 6-0.

Ms. Bean asked Ms. Avery if she would be willing to serve as Vice-Chair. Ms. Avery said she would and Ms. Bean nominated Ms. Avery for the position of Vice-Chair. Mr. Gipson seconded. The motion passed 6-0.

The second item for consideration was the starting and ending dates for the Library Advisory Board Chair and Vice-Chair. Ms. Brigati explained that the appointees serve a one year term and historically those terms started in October. The pandemic disrupted the appointments and the Board needed to determine whether to have a short term this year and resume appointments in October or to allow the terms to run the entire term, thereby moving appointments to January. The board felt January was a better time to begin appointments since City Council generally appoints new members to the board in December. Ms. Wichman made the motion to change the term to begin and end in January. Ms. Stewart seconded and the motion passed 6-0.

The third item for consideration was the approval of a new collection development policy written by Ms. Brigati. Ms. Brigati explained the collection development policy had not been updated in approximately twenty years and the policy was in need of revision to include changing mediums and to provide a definitive process for resources that may be challenged. Mr. Conklin expressed a need to have a time frame for re-visiting the policy for potential changes or revisions. Ms. Brigati stated the standard was generally five years on a document. Discussion ensued and the board agreed to a time frame of "every five years or as needed" A motion was made by Ms. Wichman to

approve the collection development policy with an amendment allowing for the time frame for re-visiting the policy to be "every five years or as needed". Mr. Conklin seconded and the motion passed 6-0.

#### **INFORMATION AND DISCUSSION:**

Quarterly Update by Library Director (staff)

Ms. Brigati provided a brief summary of the FY22 budget stating the budget had been approved in October. She stated the approved amount for General Fund is \$699,645 Memorial Fund contains \$551,280 in budgeted items and the History Center is budgeted for \$20,114.

Ms. Brigati provided an update on on-going projects. The first project discussed was the Ramp to Tranquility Island. Ms. Brigati stated the ramp was approximately 50% complete with the first and second pours finished. The expected date of completion is in the spring, hopefully around Spring Break.

The second project discussed was the HVAC replacement. Ms. Brigati told the board that a pre-construction meeting was set for January 20<sup>th</sup>, but it is expected that construction will begin shortly. Ms. Brigati further stated the equipment had arrived and was being stored at the contractor's location.

The third project discussed was the LED lighting replacement. Ms. Brigati explained that all the lighting in the building would be replaced with more cost-effective and efficient LED lighting. The fixtures for the lighting project are approximately 12 to 14 weeks out due to on-going supply chain issues.

The fourth project discussed was additional shelving for the Young Adult, Large Print, Children's and New collections. Ms. Brigati expressed thanks to the Friends of the Library for funding the purchase of shelving for these areas. The shelving is expected to arrive in March.

The fifth project discussed was the technology upgrades for the meeting room. Ms. Brigati expressed thanks to the Friends of the Library for funding the purchase of the upgrades. Ms. Brigati explained the upgrades would include a large screen at the front of the room, an interactive screen on the side of the room, a camera for streaming programs and events, a projector, amplifier, speaker array, and wireless access points added to the exterior of the building between the library and the A.C. Schreiner house.

Ms. Bean asked about the status of the van. Ms. Brigati explained it was in Minnesota being outfitted with counters, electrical components, and TV. She further expressed that the conversion team is experiencing staffing shortages and other issues due to the on-going pandemic, but she was hopeful the van would be wrapped and ready to go by summer.

Update on Friends of the Library activities (Joseph Conklin)

Mr. Conklin reported the Friends have been doing well for the year and at this time could report \$7,000 in sales for the year. The Saturday sale conducted in December brought in \$400 for the day.

Mr. Conklin reported that the Friends had worked with KISD to have Little Free Libraries built and placed around the city. The on-going pandemic slowed progress, but the sites are being identified to place the libraries.

In a previous meeting, Ms. Wichman had asked how many current member the Friends of the Library had. Mr. Conklin reported that currently the Friends had 229 members, but they had lost their person in charge of membership recently. Ms. Wichman was curious to know how many were new members and Mr. Conklin responded he would need to find that out, but it may be some time because they had lost their Membership officer.

The Friends are also working on updated job descriptions for their organization.

Mr. Conklin further reported on the Books for Babies program and the continued success of that program.

Mr. Conklin reported the available balance in the wealth management account is \$495,000. The Friends have provided funding for various library projects including the van, shelving, and technology upgrades. The Friends have also committed 250k to renovation costs at the A.C. Schreiner house with 100k already being disbursed.

#### Update on History Center activities (staff)

Ms. Brigati reported that the history center is currently running an exhibit on Black and Afro-American Texans for Black History month. She stated there is also a travelling exhibit on the Bill of Rights on the second floor. The next exhibit planned is on the wild landscapes of Texas.

Further, Ms. Brigati told the board the iPads in the history center had been replaced with a large screen TV and a digital signage app. The TV allows for supplemental information and videos to run during the exhibit and provides a better experience for the patron.

Ms. Brigati explained the microfilm reader had to be replaced. A suitable replacement with in-person tech support had been ordered, but due to the on-going supply chain issues, shipping is delayed.

#### Update on A.C. Schreiner House activities (staff)

Ms. Brigati reported that the A.C. Schreiner house is in the preliminary stages of design and asked Ms. Meismer to explain the process. Ms. Meismer explained that the design-build process was chosen because the architect and builder would be hired as team which streamlines the construction process and allows the city to set a guaranteed maximum price. Ms. Meismer elaborated that the RFQ was currently being written. Ms. Wichman asked if the building would retain its historic flavor and Ms. Meismer responded that the integrity of the building would remain, but the structure would be made ADA compliant.

It was suggested that a tour of the A.C. Schreiner house be added to the agenda for the next meeting.

Next scheduled Library Advisory Board meeting – April 19, 2022.

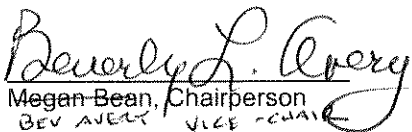
#### ANNOUNCEMENTS OF COMMUNITY INTEREST

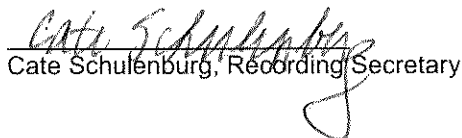
No items of community interest were announced.

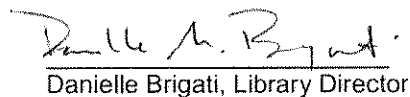
#### ADJOURNMENT

Ms. Bean moved to adjourn the meeting and Mr. Conklin seconded. The Library Advisory Board adjourned at 3:42 p.m.

APPROVED:

  
Megan Bean, Chairperson  
BEV AVERY VICE-CHAIR

  
Cate Schulenburg, Recording Secretary

  
Danielle Brigati, Library Director

4-18-2022  
Date minutes approved & signed