

Minutes
Library Advisory Board
November 13, 2018

On this 13th day of November, 2018, at 7:00 p.m., the Library Advisory Board of the City of Devine convened in a meeting in the Council Room at City Hall, 303 S. Teel Drive, Devine, Texas, and the following members thereof, being present:

Kelli Maxwell
Hap Squires
Marly Davis

Absent being, Board Members Lee Davis, and Grace (Desi) McElwee; thus, constituting a quorum.

Personnel present: Mayor William Herring; Debra DuBose, Head Librarian; Stacy Pyron Library Aide; Dora V. Rodriguez, Interim City Administrator/City Secretary; Denise Duffy, City Accountant; and Ofilia Pedroza, UB Clerk.

Others present: None.

Board Member Kelly Maxwell called the meeting to order.

The first order of business was to discuss and consider Approval of Minutes for October 24, 2018.

The Board reviewed the minutes.

Motion by Board Member Marly Davis, seconded by Board Member Hap Squires to Approve Minutes for October 24, 2018.

Ayes	--	Three
Nays	--	None
Absent	--	Two – Board Member Grace (Desi) McElwee Board Member Lee Davis

Motion carried.

The second order was to discuss and consider Election of Officers and nominations for new board members – Cindy Wadsworth has resigned her position.

Motion by Board Member Kelly Maxwell, seconded by Board Member Hap Squires to consider the board to maintain the current five active members and not have it extended to the prior eight members.

Ayes	--	Three
Nays	--	None
Absent	--	Two – Board Member Grace (Desi) McElwee Board Member Lee Davis

Library Advisory Board Minutes
November 13, 2018
Page 2

Motion carried.

The third order of business was to discuss and consider Report on grants.

Head Librarian Debra DuBose announced that the Grants have been very successful to the children in our community. Head Librarian Debra DuBose shared the following highlights of the grants being used.

- A. Tocker Grant – Report on money received and books purchased.
This grant awarded the Library with \$1,872.18, which is renewable every two years from the date funds are received. This grant was able to provide an update to Non-fiction copyrights along with Spanish which will have an impact on juveniles, young adults, as well as adults.
- B. Medina Electric Community Enrichment Grant – This grant is \$600 and is renewable as needed and the Library will reapply before December 2018. This grant has been able to enhance the STEM project, Meeting room, and Computer Corner Lab.
- C. Junior Library Guild Grant – This grant is called the Prenda Grant which is a Subscription Jr High level – This grant is renewable yearly and is active until October 2019. This grant assists communities that are a certain amount of miles away from Metro-cities. This grant is allowing the Library to have a Code Club - which is a website that provides pre-set lessons for children and teach them coding. The Library holds the License to the software and is able to reach out to children covering an age range of 10 years old to 17 years old. This grant is also assisting with Home-schoolers who come in and use the software to expand their education.

The fourth order of business was to report on Summer Reading Challenge and summer programming.

Library Aide Stacy Pyron gave the Board an update on this past Summer Reading Challenge. She reported it was the largest she has ever seen. The Library awarded a total of 18 recipients who completed all levels. This challenge is child-driven based participation on the Honor System and has children turn in reading logs. There are three levels which consist of the following: White level – is children reading a total of 15 hours and turning in their reading logs, Red level – is children reading a total of 25 hours and turning in their reading logs, and Blue level – is children reading a total of 40 hours and turning in their reading logs.

The fifth order of business was to review Our wishes for 2018-2019 – to continue serving the community through programming and classes; social media issue and how to store or dispose of weeded material.

Head Librarian Debra DuBose gave the Board wishes on the following items:

Library Advisory Board Minutes

November 13, 2018

Page 3

- a. Social Media – To have the ability to promote to the community on all events.
- b. Weeded Material Policy – Policy needs to be adopted by Council for disposal procedure approval.
- c. Teenagers – Establish programs that focus on teens. Some examples that were brought up were having a movie night, game night, comic book competition, and meals that are themed driven.
- d. Lego Club – STEM base – which would consist of themed projects and encourage self-building by children.
- e. Therapy Dog Reading Program – The program would assist children with their reading abilities and encourage confidence in the reading process as they would be reading to a therapy dog.
- f. Monthly Craft – these monthly activities would reach out to a much larger age base from Kinder to Intermediate school age children as they would complete a themed craft.
- g. Adult Programs – This program would be able to strengthen the Library’s Book Club. Also shared that they could include the “Coffee Ladies”, who are retired and have the availability to participate.
- h. Library Special Presentation – Ms. Seget will be returning February 14, 2019. Seget is from Israel and traveling from Boston. Her presentations consist of Jewish songs and Gospel music story-telling with the use of instruments. The presentation is \$300 plus a \$50 traveling coverage.

The sixth order of business was the Budget Report for FY 2018-2019.

Head Librarian Debra DuBose shared that the Budget in place is currently working for the Library and there are no concerns referencing the budget amount. Head Librarian Debra DuBose stated the relationship with the city is fantastic and in great standings. Head Librarian Debra DuBose feels comfortable reaching out to Interim City Administrator/City Secretary Dora V. Rodriguez. In return Interim City Administrator/City Secretary Dora V. Rodriguez shared that if there is anything that may be needed, they will take the budget before City Council for approval. Interim City Administrator/City Secretary Dora V. Rodriguez asked if the current Budget was covering refreshments for all Events? Head Librarian Debra DuBose stated the Friends’ HEB \$500 gift cards have been covering the Summer Program, Teen snacks, and all refreshments at this time.

The seventh order of business was Information Items:

Library Aide Stacy Pyron gave the Board an update on the following items:

- A. Friends of the Library activities – Marly Davis’ report on success of spring fundraiser.

Library Advisory Board Minutes

November 13, 2018

Page 4

Noah's Arch Spring Fundraiser Workshop was in May and was a great success. Originally 50 pieces were pre-ordered. These pieces were \$15 each and an additional 35 pieces were ordered. The pieces that were to be purchased on the day of Workshop were \$20 each. Head Librarian Debra DuBose stated that all pieces were sold at the \$15 pre-ordered price and because of the \$200 given by Philip Fitch from Security State Bank the Workshop was able to see a \$425 profit. Head Librarian Debra DuBose shared that this Fundraiser went very smoothly and this Spring Fundraiser Workshop would be done again.

- B. Friends of the Library - \$1,000 presented to City of Devine/Driscoll Public Library.
 - a. Hospice - \$1,000 - Disbursed \$1,000 in donation monies to the Library and will continue quarterly when needed. These Friends' funds are placed in an account and a P.O is completed when a purchase will take place. These checks are presented to Council and then used as needed for events.
 - b. Lion's Club - \$100 – Lion's Club donated \$100 towards the Library and Mayor Herring advised to increase their next donation request amount to \$200 next time.
 - c. HEB Helping Hand - \$500 Gift Card for summer snacks – HEB Helping Hand has donated Gift Cards totaling \$500. The Library has been added to HEB's system and is able to reapply through their website.

Interim City Administrator/City Secretary Dora V. Rodriguez asked if Walmart has been asked for donations because the Police Department, Lion's Club, and Fire Department are provided funds as well. Interim City Administrator/City Secretary Dora V. Rodriguez stated she would find out and follow-up with Head Librarian Debra DuBose in reference to the process in requesting donations.

- d. Wi-Fi – Board Member Kelly Maxwell shared they were paying service thru Com-Zoom, but they don't have the same filters as AT&T. Head Librarian Debra DuBose stated that after moving the computers into the main building they have not been experiencing any problems at this time. Head Librarian Debra DuBose stated research will be completed prior to taking it to Council for approval. Library Aide Stacy Pyron shared her Code Club would increase in participation with Wi-Fi capability. Head Librarian Debra DuBose shared individuals come into the Library and use their hotspot provided by their cellular provider. Interim City Administrator/City Secretary Dora V. Rodriguez shared that research would need to take place and gather information towards speeds that are available along with filters and we can call AT&T and find out further information to present to Council.

Library Advisory Board Minutes

November 13, 2018

Page 5

Head Librarian Debra DuBose stated that she would like to set the meetings quarterly. Every fourth Tuesday seemed like it would work for all members. This consists of the following dates: February 26th, 2019, June 25th, 2019, and October 22nd, 2019.

There being no further business to come before the Board, motion was made by Board Member Kelli Maxwell, seconded by Board Member Marly Davis to adjourn the meeting.

Ayes	--	Three
Nays	--	None
Absent	--	Two – Board Member Grace (Desi) McElwee Board Member Lee Davis

Motion carried.

Mayor

City Secretary