

**Helen Hall Library**  
**Regular Board Meeting Minutes**  
Tuesday, May 16, 2023  
Helen Hall Library Board Room

**1. Call to Order**

The meeting was called to order at 6:30 pm.

**2. Roll Call of Members**

In attendance from the Board were Mark Lardas, Jeanne Avandsalehi, Mary Dugie, David Hoffman, Roxann Lewis, and Tina Coker. Also in attendance were City Librarian Teresa Potter, Assistant City Librarians Meredith Layton and Darla Rance, and Administrative Assistant Emily Holodnak.

**3. Opportunity for Citizens to address the Board**

Citizen Peggy Zahler expressed her continued support for the library and stated that she feels it is important to attend library Board meetings so that she can better advocate for the library to City Council.

**4. Approval of Helen Hall Library Board Meeting Minutes for February 2023**

The minutes for the board meeting held on April 18, 2023, were approved.

**5. City Council Comments**

No city council members were present for comments.

**6. Chairman's Comments**

Mark Lardas stated that he appreciated everyone's attendance at the May workshop and was proud of the presentation being created that will be presented to City Council.

**7. Walter Hall House Progress Report**

City Librarian Teresa Potter stated that the original deadline of June 1<sup>st</sup> is not likely to be met. Facilities staff have had to readjust their priorities within the city due to recent weather. She also commented that budget meetings with the City Manager are still taking place at the Walter Hall House. Tina Coker asked if the June Wine and Jazz event would be canceled, and Teresa clarified that the event was being moved to Hometown Heroes gymnasium.

**8. Discussion of Annual Board of Trustees Report to City Council**

City Librarian Teresa Potter initiated the discussion by asking if any of the Board members had comments from the meeting on Thursday of the previous week. The Board agreed on the order of the presentation. Mary Dugie stated that she would make the changes that were suggested and that she would have the presentation sent out before the next Board meeting.

## 9. Staff Reports

### a. **City Librarian Report** given by City Librarian, Teresa Potter

#### i. **General Library Update**

Teresa began the update by noting that the library has finally has a new logo. Teresa explained a bit about the color and font picked out by the city's Communications department.

Teresa stated that all summer assistants have been hired, and that the library is fully staffed.

Teresa explained that the library budget meeting is this week and that she will update the Board about any decisions made. She noted that the largest thing being asked for is the reclassification of some of the entry level positions. Teresa explained to the Board that these reclassifications help offer more competitive positions as a library. She stated that the total cost of these reclassifications would be about \$8,000 annually. Teresa noted that this is not a guarantee and mentioned that the library budget meeting with Council is scheduled for July 31. She encouraged Board members to attend if they are able.

Teresa updated the Board about the start of a Seed Library which is set to begin this summer. The first brainstorming meeting took place on May 16. Teresa explained what types of seeds were going to be available and what type of plant seeds the library did not want.

#### ii. **Friends of Helen Hall Library**

The Friends of Helen Hall Library generously purchased 2,000 books that are being distributed with the Rotary Club of League City and the Galveston County Food bank. The first distribution took place on May 11 and over 200 books were passed out. The library is hoping to expand the service to adults due to the large number of senior citizens who utilize the food distribution services.

### b. **Assistant City Librarians' Staff Reports**

This month Teresa proposed several questions to staff and had Darla and Meredith read aloud their answers.

Questions:

- a. How has your service area outgrown your space and/or resources?
- b. What resources are you lacking for your service area?
- c. How would more staff benefit your service area?

#### i. **Public Services** given by Assistant City Librarian, Darla Rance

Assistant City Librarian Darla Rance's Answers:

- a. Darla believes that Public Services would benefit from more office space and more collaborative study space for the public.
- b. Our materials need more space, but there is no room.
- c. Darla would like additional staff to help on reference desks which would allow others to focus more on outreach activities, program planning, and promotional activities.

## **1. Adult Services**

Adult Services Librarian Joanne Turner's Answers:

- a. More space for staff.

Local History Librarian Caris Brown's Answers:

- a. More space for the local history collection.
- b. Caris would like to have more funds for paid speakers and big events like Wine and Jazz. She would also like to purchase better adult prizes for Summer Reading.
- c. Caris would like more staff who could cover the reference desks.

## **2. Children's Services**

Children's Services Librarian Kate Guynn's Answers:

- a. Kate mentioned that she would like more space for collections.
- b. Kate would like to have Early Literacy Computers, which can be expensive, but the software covers ages 3-11 years old and come with a multi-year warranty.
- c. More staff would allow Children's Services to expand programming, outreach, and training. It would also allow for reference desk coverage when someone is ill or on vacation.

Senior Assistant Children's Librarian Cody Kiser's Answers:

- a. Cody stated that she would like more space, materials, and funding for programs.
- b. More shelf-space.
- c. Cody would like a part-time staff member whose only job was desk coverage.

## **3. Teen Services**

Teen Services Librarian Sheldon Steven's Answers:

- a. More space is needed for teen programming, teen study and homework groups, and gathering spaces for teens.
- b. N/A
- c. Sheldon believes an extra staff member would help with planning and management of programs.

## **4. Volunteer Services**

Volunteer Coordinator Jeremy Brewer's Answers:

- a. N/A
- b. Jeremy would like a larger budget to allow for appreciation gifts for volunteers.
- c. Jeremy would use an additional staff person to complete administrative tasks.

## **ii. Access Services given by Assistant City Librarian, Meredith Layton**

Assistant City Librarian Meredith Layton's Answers:

- a. Both Circulation and Technical Services workspaces are not large enough for current staff, storage, expanded collections, programming, and marketing. Meredith mentioned that despite investments in technology, supply chains make

it difficult for us to even get consumer-grade devices to replace old PCs at service desks.

- b. Meredith stated that continued inflation stunts the purchasing power, so the library must become increasingly lean operationally.
- c. Meredith made the point, that until the library has more space, they would not be able to welcome any additional staff.

## **1. Technical Services**

Technical Services Librarian Ashley Leblow and Staff's Answers:

- a. The addition of kits, board games, puzzles and other upcoming library of things purchases have made Ashley realize there isn't a lot of extra space to keep these incoming "things" while they are waiting to be cataloged and released. Usually, they end up sitting in Ashley's office until they are ready for circulation.
- b. There are two products that would help with data maintenance and better reporting functions to be able to make decisions, Data Control and Blue Cloud Analytics. Ashley would also like a new disc cleaning machine since the current one is about 11 years old and requires a lot of staff time to fix.
- c. More staff would allow technical services to continue with their current momentum in processing and cataloging but would also allow for projects that need to be completed without interrupting current tasks.

## **2. Circulation Services**

Circulation Services Supervisor Kelsea Meza's Answers:

- a. Kelsea said that the current technology that Circulation uses for library services has not technologically advanced with the level of need that they have for the services they provide using that technology.
- b. Kelsea does not believe that the library is lacking in resources, but that other things outside of library control cause it to cut back.
- c. Kelsea believes it would be beneficial to have the two part-time positions. She said there is a strain for scheduling on the weekend since the full-time and part-time staff is uneven. When staff members requests time off, someone else must work extra weekend days. She also expressed that limited staff makes it difficult to complete the necessary opening tasks on Sundays due to the late start in the day.

Circulation Clerk Emory Dunn's Answers:

- a. Emory stated that Circulation needs more space for storing and creating marketing materials. Emory specifically noted the need for more storage and tabletop space. She would also like a more defined budget or more materials for marketing.
- b. Time to do more things!
- c. Emory would like another full-time clerk or another daytime part-time clerk.

**c. Statistical Reports**

Teresa noted that 26 new e-cards have been registered since the library partnered with utility billing and launched sign-up on May 1. Teresa thanked Mary Dugie for her idea.

**d. Calendar of Events**

Teresa stated that summer starts in two weeks and mentioned the Kick-Off Party and When I Grow Up parade on May 31.

**10. Board Comments**

Tina Coker made a comment about the positive culture, good communication, and teamwork among library staff.

David Hoffman mentioned using systems furniture to solve current space issues.

Mary Dugie asked to see a tour of the offices in the library, which happened after the conclusion of the Board meeting.

Tina Coker brought in an article discussing the book reclassification and complaints issues Helen Hall Library has been facing. Tina expressed her frustration with the article due to the inaccuracy of the information, and the incorrect claims made against the library board and library procedures.

Mary Dugie brought up Senate Bill 197 and House Bill 540, concerning the award of library construction grants from the state, which have been brought to the Business and Commerce Committee which a League City representative is on. She encouraged Board members to reach out to their representative if they felt strongly about the issue.

**11. Review of follow-up items generated during meeting**

Mary Dugie stated that she would have the presentation submitted to staff by June 14.

**12. Adjournment**

7:30 p.m.