

Helen Hall Library
Regular Board Meeting Minutes
Tuesday, June 20, 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 were Board members Mark Lardas, Jeanne Avandsalehi, Mary Dugie, David Hoffman, Kyrsten Garcia, and Roxann Lewis. Also in attendance were Parks and Cultural Services Director Chien Wei, City Librarian Teresa Potter, and Assistant City Librarians Meredith Layton and Darla Rance.

3. Opportunity for Citizens to address the Board

Citizen Peggy Zahler thanked Teresa for giving her the opportunity to write a letter of support for the Jerry Kline Community Impact grant. Peggy stated that the letter gave her the chance to speak to City Council and the public about the library in a positive light.

Peggy also mentioned her time in Austin and her work with library advocacy on the state level. She encouraged members of the board to reach out to representatives who support the library.

4. Approval of Helen Hall Library Board Special Meeting Minutes for May 2023

The minutes for the board workshop held on May 11, 2023, were approved. The motion was made by Kyrsten Garcia and seconded by Jeanne Avandsalehi.

5. Approval of Helen Hall Library Board Meeting Minutes for May 2023

The minutes for the regular board meeting held on May 16, 2023, were approved. The motion was made by Jeanne Avandsalehi and seconded by David Hoffman.

6. City Council Comments

No city council members were present for comments.

7. Chairman's Comments

No chairman's comments were made.

8. Walter Hall House Progress Report

City Librarian Teresa Potter stated that not much has changed. The city is still holding budget meetings at the Walter Hall House, and the library hopes to hold some adult fall programming there.

9. Discussion of Annual Board of Trustees Report to City Council

City Librarian Teresa Potter stated that this meeting would allow time for edits, and that the edits would be made so that a final draft could be approved next month. Teresa showed the Board the presentation draft while explaining how the interactive parts would work. Teresa further explained the process of turning the presentation to City Council. Kyrsten Garcia suggested one wording change and thanked Mary Dugie for creating such a clear outline. Mark Lardas clarified how the presentation

would be given to City Council. Kyrsten Garcia mentioned how she will be speaking at the City Council meeting at which the presentation would have been given.

10. Discussion and Approval of continuing Helen Hall Library's Kanopy subscription

Teresa informed the Board that the year-long limited free trial to Kanopy was ending and pointed out key statistics the library has gathered about patron usage. Teresa told the Board she wanted to get approval to continue offering Kanopy under a paid subscription. Mary Dugie asked what the cost would be and how it was determined. Meredith explained the pricing for access content on Kanopy, stating that access to premium content, such as Great Courses, is about \$5.00, while nonpremium content ranged from \$2.00-\$5.00. Teresa provided the cost comparison with other libraries and the suggestions of the Kanopy representative. Teresa stated that there would be six monthly credits per user and that the total cost of \$7,500 would be disbursed throughout the year rather than at one time. Meredith gave some monthly credit statistics from neighboring libraries and stated Helen Hall's proposed monthly credits is on the lower end of the average allowed by surrounding libraries. Meredith stated that out of 3,000 visits to the Kanopy website, 657 titles were viewed.

Mark Lardas asked what part of the budget the funds would come from, and Teresa explained that this was a separate line item. Meredith further explained that the premium price spent by the library for Great Courses was more beneficial to patrons who would be able to view the entire course with just one monthly credit. Teresa provided an overview of the library's cost break down in regard to children's materials. Parks and Cultural Services Director Chien Wei asked for the number of users who are putting these materials in circulation. Meredith told Chien she would find him an exact number.

Kyrsten Garcia made a motion to approve the purchase of Kanopy and asked for an update about usage in three months. Mary Dugie asked if the full \$7,500 budget had to be used at once, and Teresa explained how the contract with our purchasing department would need to be written and paid out monthly. Meredith elaborated that the allocated amount was determined based on information provided by Kanopy about the usage trends of libraries like Helen Hall. Teresa explained that the budget comes from a materials account, so it would be treated like other material accounts the library manages.

Roxann Lewis seconded the motion to approve the continued use of Kanopy with a paid subscription. Mary Dugie asked that a three-month update and end of the year update be included in the motion to approve the purchase. The board voted unanimously in favor.

11. Staff Reports

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

i. General Library Update

In reference to Peggy Zahler's comment about elected officials, Teresa mentioned she saw the District Director for Senator Middleton visiting the library and took the opportunity to invite the senator to the library. This invitation is now in motion.

Teresa reminded the Board that the library's budget session with City Council is scheduled for Monday, July 31st. Teresa stated that the budget was accepted as presented, but that the fate

of the library's new request of positions reclassification is unknown. The budget still needs to be presented by City Manager John Baumgartner and approved by City Council.

Teresa updated the Board about Utility Billing library card sign ups. In May there were 48 cards, and in June there were 32 cards to date.

ii. Friends of Helen Hall Library

The Friends of Helen Hall Library generously purchased 2,000 books to be distributed with the Rotary Club of League City and the Galveston County Food Bank. 467 of these books have already been distributed to children!

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. What accomplishment of your own or of your section are you most proud of?
- b. What accomplishment of someone else's or of a different section impresses you most?
- c. What accomplishment are you or your section working toward right now?

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

Assistant City Librarian Darla Rance's Answers:

- a. Darla is proud of the programming done by all of her sections!
- b. Darla loves doing the Get Lit Book Box program, and really appreciates the great displays done by circulation. Darla also wanted to thank Technical Services for stepping up and filling in where needed.
- c. Darla stated that all of her sections are trying to balance programming, outreach, and big events.

1. Adult Services

Adult Services Librarian Joanne Turner's Answers:

- a. Joanne is proud of her staff for working together to get summer programming ready.
- b. Joanne is always impressed with circulation displays.
- c. The adult DOA nonfiction collection.

Local History Librarian Caris Brown's Answers:

- a. Caris is proud that the oldest library program, League City Book Club, is still so popular with over twenty people having attended each meeting in the last five months.
- b. Caris is always impressed by the way Sheldon runs her Summer Teen Reading Program!
- c. Caris is working to design interesting Fall programs for adults.

Electronic Services Librarian Amelia Chau's Answers:

- a. Amelia assisted an elderly patron with listening to an e-audiobook for over an hour. After a long day of troubleshooting the patron was able to resolve the problem on her own.
- b. Amelia is impressed with Elizabeth's circulation displays!
- c. Meeting with other library staff members to work on hobby kit ideas.

2. Children's Services

Children's Services Librarian Kate Guynn's Answers:

- a. Kate is proud of her staff for creating and providing creative and engaging summer programs.
- b. The whole administration team for taking on difficult situations, providing a listening ear, and equipping staff with the best tools possible to serve the community.
- c. Kate is working on adding a monthly Saturday Storytime in the fall and more inclusive programming for neurodivergent children.

Children's Librarian Sarah Hultman's Answers:

- a. Sarah is proud of the teamwork that Cody, Ziba, and herself have developed. Sarah is proud of how far they have all come as professionals.
- b. Sarah is happy that the response to summer teen programming has been so positive.
- c. Sarah stated that she is working on maintaining healthy boundaries within the workplace.

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

- a. Cody is proud of her growth in her role and ability to speak up for her ideas and standards.
- b. Cody thinks Sheldon has done a great job of integrating teens in creating and leading programs, allowing her to step back, and the teens to get more experience in leadership, and creative thinking.
- c. Cody is working on creating more unique and interesting programs. Cody wants to hold programs not commonly found at other libraries and hopes to increase attendance with these programs.

3. Teen Services

Teen Services Librarian Sheldon Steven's Answers:

- a. Sheldon and Kai are proud of the work they have been doing for Teen Takeover. Sheldon believes the new ideas and better organization will lead to more success!
- b. Sheldon and Kai are impressed with Julia and Morgan's adult programming.
- c. Sheldon is working on getting the Teen Advisory Board podcast launched during the Teen Takeover on library social media.

4. Volunteer Services

Volunteer Coordinator Jeremy Brewer's Answers:

- a. The Volunteer Services program has continued monthly operations and outreach support! Jeremy has also revamped the volunteer applications with updated information. Volunteer Services has also instituted background checks!
- b. Jeremy is proud of Kate G. and all of her hard work going towards the Summer Reading Program!
- c. Jeremy is working on the implementation of a new volunteer management software!

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

Assistant City Librarian Meredith Layton's Answers:

- a. Meredith is incredibly proud that the library was able to apply for the Jerry Kline Community Impact Award and that library staff throughout the organization contributed to the information and data-gathering, writing, editing, and more. Meredith was proud that our nomination included eighteen named contributors – from part time circulation staff to library administration, and beyond.
- b. All of public services are doing incredible programming – and the community response is fantastic.
- c. Meredith is in the beginning stages of a privacy audit to evaluate how the library and vendors are handling user data and provide some recommendations on a possible policy related to user privacy and methods to evaluate vendors' privacy policies moving forward.

1. Technical Services

Technical Services Librarian Ashley Leblow's Answers:

- a. With all the changes being made Ashley is proud of how smoothly everyone has transitioned. She mentioned that workflow has improved, and more cross training opportunities are being given.
- b. Sheldon's work with the teens. Working with teenagers and getting them to be interested in doing things can be difficult. The teens that come to the library seem to absolutely love coming here and participating in programs.
- c. Ashley is adding new materials (VOX books). Making changes in the ILS to simplify workflows. Gayle M. is making her way through cleaning all the AV discs. Isaak will be starting to help with the digitization project. Kat is working her way through our list of ER graphic novels to change their call numbers. Kat is also working though the CDs to make call numbers uniform.

2. Circulation Services

Circulation Services Supervisor Kelsea Meza's Answers:

- a. Kelsea said that she is extremely proud of Elizabeth, Emory, and Kate for all of their hard work in preparation for summer. She mentioned the deep cleaning of workspaces and the stocking of supplies.
- b. Kelsea super impressed with everyone's work so far on the community impact grant. She is so grateful to everyone participating and thinks it really brings us together as a team to all work towards something together.
- c. Currently, circ is taking advantage of having the Circulation Summer Assistants and working on a big DVD weeding project. Circ is also working on planning a bunch of marketing for the fall.

Circulation Clerk Emory Dunn's Answers:

- a. Learning how to edit the podcast and becoming more efficient. Also, the teamwork used to improve circulation workspaces.
- b. Emory is proud of Elizabeth for her amazing creativity month after month on the displays, and of Julia for jumping in and being such a great team member!

- c. Emory is working on weeding the DVDs and weeding/reorganizing DVDTVSTORAGE this summer.

Circulation Clerk Kate Northrop's Answers:

- a. The circulation team working together to deep clean working spaces before summer.
- b. Elizabeth creating Function Key shortcuts in workflows at the info/circ desks.
- c. Kate and Circ are working together to continue to organize their section of the library.

c. Statistical Reports

Monday, June 12th, the library saw over 900 people. Teresa described how the public attraction to our programs can be hectic but is also joyous. So much reading time has been logged for the summer reading program – equivalent to 27 weeks of nonstop reading!

d. Calendar of Events

Teresa stated that the rest of the summer is going to be booked and that staff has already started to prepare for fall programming.

10. Board Comments

Kyrsten Garcia asked about the other questions Teresa asked staff, and asked if the praise from colleagues would be shared with those mentioned in the answers to the questions. Teresa informed the Board of the ways positive feedback is shared with the library team.

Mary Dugie brought up submitting requests for materials when patrons don't want to speak to someone or cannot find the option to submit purchase suggestions online. She suggested a physical pen-and-paper request box to supplement the other options. Mary described the library performance measure of active borrowers and how it may not be accurate due to families only using one card. Meredith explained that although multiple accounts can be linked through alternative IDs and adult parent accounts, it is difficult to link two adult accounts in the same way. Meredith said she would investigate options that account for shared family use in regard to this statistic.

Cultural Services Director Chien Wei informed the board about and read the nomination for Teresa Potter's all-star award for city employee recognition.

11. Review of follow-up items generated during meeting

Mary and Teresa said they would each make the necessary edits to the presentation.

Kyrsten Garcia made a motion to end the meeting which was seconded by Jeanne Avandsalehi.

12. Adjournment

7:25 p.m.