

## **AUSTIN PUBLIC LIBRARY BOARD MEETING**

**August 13, 2018; 4:15 p.m.**

Board Chair Julie Schramek called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, August 13, 2018, at the Austin Public Library.

**PRESENT:** Julie Schramek, Ojoye Akane, Melissa Bonorden, Mariana Camarena, Barry Irish, Jodi Krueger, Alex Mayfield, Stephanie Postma

**ALSO PRESENT:** Julie Clinefelter, Sara Steinhoff, Janet Anderson, Rose McCarthy

**ABSENT:** Nathan Annis (with notice)

### **AGENDA:**

Stephanie Postma moved to approve the agenda as presented; Jodi Krueger seconded. Carried.

### **INTRODUCTION OF YOUTH SERVICES LIBRARIAN**

Julie Clinefelter introduced Jessica Lind, who joined the library staff in April as the new youth services librarian. Jessica provided a summary of the recently-concluded summer reading programs for 2018, advising registrations totaled 711 and over 2700 patrons attended the program events provided.

### **MINUTES:**

A motion was made by Barry Irish, seconded by Stephanie Postma, to approve the July 9, 2018, minutes as presented. Carried.

### **EXPENSES AND FINANCE REPORTS:**

A motion was made by Melissa Bonorden, seconded by Barry Irish to approve the June 2018 expenditures. Carried unanimously by roll-call vote.

### **COMMITTEE REPORTS/MEETINGS:**

Finance Committee Chair Nathan Annis was unable to attend, so Barry Irish presented the report of the committee's recent meeting regarding the proposed library budget for 2019, as well as the updated proposals for the Capital Improvement Plan. Barry noted there were minimal changes to the budget from 2018.

On behalf of the Finance Committee, Barry Irish moved the board accept the Proposed 2019 Budget and CIP proposals as presented, and submit them to the City for review and approval. Alex Mayfield seconded the motion. Motion carried.

### **POLICY REVIEW:**

Julie Clinefelter advised there were no proposed changes for the *Fines & Fees Policy*. Barry Irish moved to approve the policy as presented; Alex Mayfield seconded. Motion carried.

Julie Clinefelter advised there were no proposed changes for the *Meeting Room Policy*. However, the Meeting Room Rules contained an inconsistent statement regarding fees. Consequently, Action on the policy was tabled until the September meeting, pending clarification.

### **STRATEGIC PLAN DEVELOPMENT:**

Julie Clinefelter presented a summary of the responses received from the "Ask" exercise to obtain feedback on the needs and desires of area residents, regarding what they wanted to see in their community. She noted the exercise elicited a wide variety of responses, but many common themes were present. The board reviewed the updated progress on development of the strategic plan and discussed how progress would be measured. Julie advised the staff will be drafting an action plan and logic model that will include measureable goals, which the board will use to assess the success of library services and programs in the context of the plan.

## **OPERATIONAL REPORT:**

Julie Clinefelter provided a written operational report to the board and highlighted the following:

### **Staffing/Staff Development**

Julie reported the new five-person circulation staff (reduced from six persons with the recent retirement) will maintain the same number of FTE's (full-time equivalents) as before, but the hours will be spread among fewer staff (3 full-time, 2 part-time). She is working with the City's human resources director to adjust the individual positions accordingly.

### **Networking/Community**

Julie noted the Floral Club is celebrating its 150<sup>th</sup> anniversary this year, and the programs for their monthly meetings will be presented by library staff members. Julie will speak at the September meeting about how the values and services of Austin's library have evolved since its beginnings in the 1800's, as well as what ideas remain constant.

### **Programming**

Julie noted a few of the weekly programs from summer reading will continue into August, but most wrapped up at the end of July, giving staff an opportunity to refocus efforts for fall planning and to put the library back in order.

Julie also reported library assistant Kris Olson is working on a revamp of the library's volunteer program, following a workshop Kris attended on the subject.

### **Administration**

Director Clinefelter advised the City is continuing its work on the 2018 Compensation and Classification Study, noting all library employees received a 38-page Job Analysis Questionnaire.

### **Facilities**

Julie advised there had been additional problems with the HVAC system, requiring repairs to the chiller, and the alarm system had a malfunctioning door sensor, which resulted in a service call.

Clinefelter provided an update regarding her progress in obtaining additional bids for the potential remodel projects. She has met with a second firm and is awaiting their bid, but efforts to contact a third firm have received no response.

## **SELCO REPORT:**

Rose McCarty provided a report on the July SELCO Board meeting, where SELCO's new Strategic Plan was presented and discussed. She also noted they set committee assignments for the current year, and Rose has been appointed to the Legacy Grants committee.

## **OTHER BUSINESS:**

Julie Clinefelter noted the library is no longer accepting donated books outside of the fall and spring drives conducted by the Friends of the Library for their books sales. She advised this was due to a number of concerns, including storage, the work involved in sorting and processing donations, major decrease in market value of used books, and issues with disposing of unusable items.

**CITIZEN COMMENTS:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:** Barry Irish moved to adjourn at 5:10 p.m., Jodi Krueger seconded. Carried.

Respectfully submitted,  
Sara Steinhoff, Recording Secretary

**NEXT BOARD MEETING - Monday, September 10, 2018, 4:15 p.m.**