

Minutes of the February 23, 2023 Liberty Municipal Library Board

The February 23, 2023 meeting of the Liberty Municipal Library Board was called to order by President Tinya Griffin at 5:04 p.m. in the library conference room.

Members present: Tinya Griffin, Gloria Stratton, Sandy Pickett, Sharon Brown, June Damek, Stacy Sundgren, and Bill Buchanan. Also attending were Library Director Dana Abshier and guests Library Administrative Assistant Amber Ursprung and Gary Sundgren.

Members absent: Farrah Harper and Mychal English.

The minutes of the October 20, 2023 meeting were reviewed with Sandy Pickett moving to approve the minutes, and Stacy Sundgren seconding. The motion was approved.

President Griffin asked for public comments and there were none.

The Treasurer's Report was given by Stacy Sundgren. Dana Abshier added that the library had received its annual trust income check of \$6,321.45 with the trust account receiving \$4,008.37, the Elizabeth Anne Fund receiving \$1,610.70, Cheryl's Poetry and Music Fund receiving \$506.20, the Barry N. Jeffrey Fine Arts Fund receiving \$100.51, and the P.A.C.E. Fund receiving \$95.67. June Damek made the motion to approve the Financial Report and Bill Buchanan seconded. The motion was approved.

Stacy Sundgren gave a brief highlight of Friends of the Library activities and said renewal letters for Friends membership dues will be sent out with City utility bills soon. She said they are preparing for the upcoming Jubilee Book Sale, and a Bakeless Bake Sale will be held again this year. The Friends make more money with this sale than the old bake sale brought in, and it's much less work for the membership.

Dana gave the Librarian's Report and brought Board members up to date on events at the library with a PowerPoint slide show. She highlighted the progress of the construction project and said it is in its final stages. Carpeting has been installed in several areas and the new vinyl plank flooring in the foyer mezzanine area is beautiful. There were three roof leaks during a recent rainstorm and two of them have been fixed.

She was happy to report that Danny Ramos was hired in November to fill the custodian/maintenance position and is doing an outstanding job.

She said the library had begun having children's holiday programs for the first time since the COVID 19 pandemic struck over 2 years ago, including a Halloween party, a party and visit from Santa and Mrs. Claus, and a Valentine's Day party. All the events were enjoyed by children and adults alike.

Dana reported that the Friends of the Library had given local author Myra Smith an autograph party in November for her latest book *Help! I've Fallen Into Old Age and I Can't Get Up!* She also said that the library had been offering assistance to people needing help signing up for Medicare. Zelda Earvin,

benefits counsellor from the Houston-Galveston Area Council on Aging, had been meeting with clients on the first Thursday of the month for several months and will continue to do so.

Dana reported that volunteer Ann Rogers will be offering free adult computer classes in March and April. The computer lab the classes will use has been set up in a skylight room that was especially wired for computers. The installation of new skylights that don't leak made this move possible.

In Unfinished Business the Board learned that Dana had incorporated its suggestions from the last meeting for making the Teen Game Center Acceptable Use Policy more effective. Changes included requiring a parent's signature on their teen's application to use the Nintendo Switch game system and agreeing to be financially responsible for any damage their child may cause to the equipment. Also, time limits can be adjusted by the librarian, and the librarian will determine if damage to equipment was from mishandling or if it was accidental. A statement that the library is not responsible for injuries teens might sustain while using the game equipment was also added. Sandy Pickett made the motion to approve the Teen Game Center Acceptable Use Policy with these inclusions, and June Damek seconded. The motion passed.

In New Business, board members discussed possibly changing the regular meeting time from 5 p.m. to 5:30 p.m. to better accommodate members who are employed. It was decided to leave the meeting time at 5:00 p.m. for now and reconsider if the meeting time request comes up again. The members in attendance were concerned about leaving after dark during the winter months, among other concerns.

The board then turned its attention to the need to amend the Board Bylaws. The City of Liberty's official Board and Commission Attendance Policy has never been incorporated into the Library Board's policy. Dana said the City's policy states that members must attend at least 70% of the meetings to remain eligible to serve on City boards or commissions. Also, the bylaws state that the Board meeting time is 9 a.m., and that needs to be changed to 5 p.m.

Sandy Pickett made the motion for Dana review the Library Board's bylaws attendance policy and make any changes necessary to be in compliance with the City's attendance policy, and change the meeting time from 9 a.m. to 5 p.m. Stacy Sundgren seconded. The motion passed.

President Griffin asked Dana to include voting on these bylaw changes in the next meeting's New Business.

With no further business to attend to, Bill Buchanan made the motion to adjourn, and Sharon Brown seconded. The motion passed and the meeting adjourned at 6:07 p.m.