

**Helen Hall Library**  
**Regular Board Meeting Minutes**  
Tuesday, January 19, 2021  
Library Board Room

**1. Call to order**

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

**2. Roll Call of Members**

Board members Tommy Frankovich, Kathie Nenninger, Mark Lardas, Lillian Murphy and Jeanne Avandsalehi were in attendance, along with Assistant City Librarian Teresa Potter-Reyes and Administrative Assistant Julie Orff. City Councilmen: Larry Millican and John Bowen were also in attendance.

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

No one present wished to address the Board.

**4. Approval of minutes**

The minutes for the Board meeting held on November 17, 2020 were approved as submitted. Board Secretary Jeanne Avandsalehi signed for record keeping.

**5. Council Liaison comments**

A new Liaison has not been selected.

**6. Chairman's comments**

Mr. Frankovich welcomed all in attendance back after the holidays and stated that he has enjoyed serving as the Board Chairman over the past year.

**7. Board Officer Elections**

Kathie Nenninger nominated Tommy Frankovich for Chairman. Jeanne Avandsalehi seconded the motion. The vote was taken; Mr. Frankovich was re-elected as Chairman.

Jeanne Avandsalehi nominated Kathie Nenninger for Vice-Chairman. Mark Lardas seconded the motion. The vote was taken; Ms. Nenninger was re-elected as Vice-Chairman.

Kathie Nenninger nominated Jeanne Avandsalehi for Secretary. Tommy Frankovich seconded the motion. The vote was taken; Ms. Avandsalehi was re-elected as Secretary.

Kathie Nenninger nominated Lillian Murphy for County Representative. Jeanne Avandsalehi seconded the motion. The vote was taken; Ms. Murphy was re-elected County Representative.

**8. Staff Reports/Library Updates**

**Unfilled Position update**

City Librarian position is posted. Chairman Tommy Frankovich commented that they will be conducting interviews with 3 candidates next Wednesday, January 27.

**Budget**

The Library professional staff finished a line-by-line review of previous years' expenditures to make our FY2022 a solid, accurate budget. The budget came out a little lower than projected with

supervisors being accountable for each item. The difference will allow the Library some flexibility in some of their needs for the future.

### **Strategic Plan**

The Library supervisors are discussing each part of the 2020-2024 Strategic Plan that was adopted in January 2020. They are reworking the plan to adapt to the pandemic climate and the eventual post-pandemic climate. Supervisors are tying the changes to the budget as well and do not anticipate large changes, just a more creative version to accomplish the plan.

### **City Awards**

The Helen Hall Library staff received the Impact Award for departmental efforts to continue comfort-of-living services despite the pandemic. All sections of Chien's directorate have had to adjust and adapt to new protocols and standards while still providing safe environments for staff and citizens and maintaining the important connections made within the community. The staff was honored by this recognition.

Assistant City Librarian Teresa Potter-Reyes received the City Manager's Making A Difference Individual Award for her leadership after the leak and through the many obstacles faced in 2020. This prestigious award is only given to one city employee a year and the Library is proud to have Teresa recognized for her work.

### **All Booked Up for the Holidays**

While in the pandemic, the Library could not safely host the traditional Holiday Open House. A library committee of Gayle Mitchell, Susan Garza, Emory Dunn, Cody Kiser, and Julie Orff designed a week full of events for all ages that focused on some of the traditional values of the event. It was a successful week and library staff will duplicate parts for future events.

Most notable stats from the week of events:

- 28 letters to Santa were mailed to the US Postal Service Operation Santa
- Over 80 participants in scavenger hunts throughout the library
- We handed out:
  - Over 1,000 candy canes
  - Over 150 to-go crafts for all ages
  - Over 200 themed bookmarks for all ages
  - Over 160 take-home wassail sets

### **Friends of Helen Hall Library**

The Friends of Helen Hall Library will sell three volumes of League City History books. Three volumes cover historical League City events and people from 1912 to 1962. If local organizations want a set, they will be gifted to the organization. The set of three is available for \$12. Individual volumes are \$5. There are 15 complete sets and many individual copies of volumes 1 and 2. The Friends donated funds to purchase books in honor of former City Librarian Jenny Brewer.

The Friends have a new president! Cliff Walk for many years had a great hand in the Friends bookstore operations and Friends publicity.

The Friends are looking for more children's book donations.

### **Public Services**

#### **Children's Services**

Kate Guynn has been selected as the new Senior Children's Librarian beginning February 2. Kate joins us from the Alvin Public Library which is part of the Brazoria County Library System where she was the Youth Specialist since April 2018. In December of 2020, she completed her Masters in Library Science, Youth Services from the University of North Texas. She is passionate about early literacy skill building and empowering caregivers to be their child's first teacher. She

believes in building connections in the schools, daycares, and the community to co-design library programming. We are excited to welcome her on board.

New programs:

- Gardening in the Evenings (for children, some Wednesdays, 5-6 pm)
- Can You Art This? Online program

The reservation system used for Children's Story Times works very well for patrons and staff. Due to the space limitations, 240 families were turned away over the course of the fall. With safety measures in mind and the 6 feet social distancing rule in place, library staff remeasured the theater and found a way to safe go from 6 reservations to 12 reservations per program. Program attendees are happy with the change.

### **Teen Services**

Teens have been limited to four computers for at least ten years and the computers are usually in high demand. Soon, teens will have six computers to help meet their technology needs.

There was a total of 101 Teen Book Box participants for all of fall. There are already 33 signed up for January! It continues to be a very popular program.

New programs:

- The Great Debate
- Avatar Day

### **Adult Services**

Adult Services is trying a few new programs this season.

New programs:

- Saturday Artisans
- UTMB Health Chat series
- Watch Out! Watch Movies! on select Saturdays

### **Volunteer Services**

Volunteer Coordinator London Lawrence is partnering with WorkForce Solutions to get volunteers needing credit hours.

London and his volunteers hosted a very successful High Seas Murder Mystery Zoom event on January 16<sup>th</sup>. There were over 160 participants and 70 active screens. The event was possible through a collaboration with San Jacinto College and their Maritime program.

Board member Kathy Nennering attended the event and found it very fun and well attended. She hopes that this program will be the start of more challenging events for adults.

### **Circulation Services**

Circulation staff helped to decorate the fiction section and lobby for the Holidays and assisted with various tasks for the "All Booked up for the Holidays" week. Circulation staff also assisted with handing out the "Murder Mystery Packets" to patrons who wanted to participate in the program.

### **Technical Services**

As a member of the All Booked Up for the Holidays planning committee, Technical Services Clerk Gayle Mitchell helped develop alternatives to our traditional Holiday Open House with a week of online and casual drop-in events. The Technical Services team worked together to package baggies of wassail and candies, which was a positive (and festive!) team-building opportunity.

### **Statistical Reports**

In 2019, on the evening of December 18 and morning of December 19, an upstairs water tank connected to the public water fountains sprung a leak and 650 gallons of water proceeded to flow from the upstairs to the downstairs. The impacts of the December 2019 leak and the current pandemic have been distinct for library operations.

Door count and circulation of materials are both working their way through the effects of the pandemic. Door count and total circulation are up from November and total circulation is up based on December 2019. Programming was not so affected by the leak in the way that it was affected by the pandemic. Cataloging productivity has increased by nearly 90% from December 2019 to December 2020.

When comparing the two Decembers (2019/2020), the fact that we were closed for 13 days in December 2019, and we're still very much in the pandemic, Assistant City Librarian Teresa Potter-Reyes is proud of the efforts of staff. The staff are excited about the continuing efforts to recover from the leak and from COVID.

### **Calendar of Events**

Due to timing and the uncertainty with the pandemic, the Parks programming staff and Library programming staff did not release the traditional Beyond the Oaks programming brochure. Instead, the library released a simpler version at half the quantity, and it includes only library spring programs. We called it Beyond the Books as a fun way to make it unique but keeps it close to what it will eventually be again. Children's Librarian Sarah Hultman designed the program. Editing was a collaborative effort with all library professional staff.

We also revamped the printed calendars. There's so much more information on there now with distinctions between virtual, online, and in-person programs that we wanted it to look a little less crowded.

## **9. Board Comments**

Kathie Nenninger commended the library staff and administration for the tremendous work completed during the pandemic and staff openings. The awards presented to Teresa and to the whole library are well deserved and she is glad that the city is aware of the accomplishments.

Tommy Frankovich noted that he will be having eye surgery the 16<sup>th</sup> of February, the next scheduled Board meeting.

## **10. Review of follow-up items generated during meeting**

Note: At this time, City Councilman Larry Millican and newly elected Councilman John Bowen came into the meeting. Introductions were made for Mr. Bowen and a brief recap of the meeting was given.

Councilman Millican commented that he has noticed a new positive, excitement from the Library. The enhanced materials that the Library is sending out has a simpler readability and shows great enthusiasm. He is excited for the Library and encourages the Library to continue with their efforts.

## **11. Adjournment**

7:09 pm