

**Helen Hall Library**  
**Regular Board Meeting Minutes**  
Tuesday, April 20, 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 Kathleen Nenninger, Mark Lardas, and Jeanne Avandsalehi were in attendance, along with City Librarian Teresa Potter-Reyes, Assistant City Librarian Darla Rance, Assistant City Librarian Meredith Layton and Administrative Assistant Julie Orff. Also taking part in the meeting were Parks and Cultural Services Director Chien Wei, City Councilmen Larry Millican and John Bowen. The new Library Volunteer Coordinator, Ashley Young, also attended.

**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 March 16, 2021 were approved as submitted. Board Secretary Jeanne Avandsalehi signed for approval.

**5. City Council comments**

Councilman Bowen mentioned to the Board that he found Kathie Nenninger's email to the Mayor regarding the multi-use facility in Arlington, Texas very informative. He appreciated getting such information. Councilman Millican noted that Councilman Dugie mentioned good things are happening in the library during the last council meeting. Councilman Millican feels there is a lot of support within the city council for the library and a possible future for a multi-use facility. He mentioned that floorplans of school libraires are changing to become multi-activity friendly and the driving force of a library branch would be considered as part of a community center. He compared similarities between a YMCA center with meeting rooms, fitness rooms, sport opportunities, senior center activities, computer accessibilities, etc. to a multi-use community/library building. Kathie mentioned that she was inspired by her meeting with the Librarians and Darla Rance's phrase, "We are ONE League City".

**6. Chairman's comments**

Mr. Frankovich was not able to attend tonight's meeting due to an illness and Mrs. Murphy was attending to her husband. Kathie Nenninger chaired the meeting and wished everyone a speedy recovery. She appreciated the library supervisors taking time to meet with the board members individually and working together as a team. She is looking forward to now moving forward by getting the citizens support to incorporate everything together.

**7. Staff Reports**

**a. City Librarian Report** given by Teresa Potter-Reyes

**i. New Staff Introduction**

Meredith Layton has been promoted to the Assistant City Librarian for Access Services. She has worked in a variety of libraries and in different capacities for more than fifteen years, including nearly five years at Helen Hall Library. Meredith mentioned that she has lived in the community since 2007 and is excited for her new capacity. Meredith believes in the power of libraries to

strengthen communities and is excited to be serving in a new role within Helen Hall Library and the City of League City.

Ashley Young, our new Volunteer Coordinator, started yesterday. She spent 5 years working in libraries in Clearwater, Florida before moving on to the non-profit sector working for the Girl Scouts and the YMCA. She has spent the last few years as a flight attendant for a charter airline working with the military and the NBA. Ashley mentioned that she was looking for opportunities to get back to her roots in a library. She took her time and waited for the right opportunity. She was excited at the opportunity with Helen Hall where she can combine her love for volunteer efforts with the library. As the new Volunteer Coordinator, Ashley is looking forward to bringing her passion for library advocacy and volunteerism to League City, creating love and support for the library within our community.

## **ii. Library Update/Pandemic update**

Averaging 400 people each day, and 1 curbside delivery each day in March. The Library is hopeful that summer programming and upcoming community events keeps the door count numbers climbing each week. We will continue to offer the curbside option if people are utilizing it.

The Rosenberg Library has a new Director, Mike Miller who comes from Austin and has an extensive archives background which aligns with the Rosenberg's focus. He also becomes the Director of the Galveston County Library System. As a point of reference with the Galveston County libraries, La Marque is still appointment-only and for only one hour at a time. Texas City is only just now determining what public seating to place out on the floor. The rest of the Galveston County Library System is only just now beginning to incorporate in-person programming. Teresa is impressed with the service and dedication that the Helen Hall library has been able to offer our patrons in the last year.

### **1. Staffing update**

Circulation Clerk James Mason submitted his resignation and his last day was April 11<sup>th</sup>, just shy of his 10<sup>th</sup> anniversary. (James is Meredith Layton's husband. With her promotion, he left to be a full-time care giver to their 1-year old son, Ozzie.) The part-time clerk position was posted and interviews for James' replacement will be held this week.

The Technical Services Librarian position was posted, and interviews were held last week. Meredith and Teresa selected internal candidate, Technical Services Clerk, Ashley Leblow as her successor. Her start date will be May 10<sup>th</sup>.

The Library has reduced our Full Time Equivalent (FTE) count by 1. The FTE will go to Communications and will spearhead the city's Art initiative. It came from two unfilled PT positions. The Art initiative program will benefit city facilities and services by identifying and creating meaningful connections between art and citizens.

Mr. Millican commented that it seemed the Communications department was infiltrating the Library or vice versa. He also would like to continue to see the programs that the library developed to meet COVID guidelines tracked separately than those programs that the Library has historically offered. Teresa mentioned that the stats will continue to be tracked differently between "virtual and live" and "virtual and passive". Mr. Millican was curious regarding times being offered and the audience effecting the program attendance. The library continues to interface with the public and provide what they need and want.

## **2. Budget**

The Library supervisors reevaluated the entire budget and have made increases and decreases throughout the budget depending on the account and the line items within the accounts. The library is asking for mostly just increases to base line items that reflect future planning of incremental increases from library vendors. The overall budget, without new requests, increased by approximately \$7,800.

The new budget is asking for two new requests:

- 1 FTE, a Community Outreach Specialist. The Community Outreach Specialist would keep total FTE the same for this current year with the FTE going to Communications. We hope to use the Community Outreach Specialist to focus on bringing people into the library. There are several parts of the Library's current strategic plan that would be much more achievable with a person whose time is not dominated by service desk hours. Currently, the Volunteer Coordinator works primarily with the volunteers and attempts to balance the Outreach events with other staff members.
- Additional new shelves for the Children's Services area have been requested to complete the area with the same fixtures.

## **3. Updates/Events towards the Strategic Plan**

The Library is so excited about the new opportunities to work with local organizations and other city departments and to incorporate more outside organizations into library programs and events.

To participate in the City's current Birding campaign, the Library created a Libguide, incorporated birding into some library programs, and is featuring only bird art. The Library is also responsible for hosting the weekly Birding Zoom sessions.

Kate Guynn, the Children's Librarian and Teresa will attend the Perry YMCA this coming Saturday to participate in their Healthy Kids Event.

Sunday, May 2, from 12 pm to 4 pm, Library staff will be at League Park kicking off the Sundays in the Park series. We have so many things planned for the event and all areas of the library will be represented to greet the public.

The City's Water department will be at the Library for a visit from Captain H2O on Monday, May 3, for Drinking Water Week! Children's Services staff will provide a story time about water, and staff from the Water department will have fun handouts for visitors.

A local Brownie Girl Scouts troop would like to plant a butterfly garden at the library and staff are working out the details. Cameron Parker in the Parks Department is helping select the plants to be used.

The Library will be at the National Trails Day celebration on Saturday, June 5<sup>th</sup>, at Countryside Park.

The City's Wastewater department is hosting a couple of STEAM for Tweens programs in June and July. The programs are called Flush, Then What? The age group will be so excited to see what is under the microscope and what involves our wastewater.

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

On May 15 and May 22, the Friends of Helen Hall Library will be hosting book sales at the Library.

The sale on May 15 will be for members only. The sale on May 22 will be open to everyone and there will be food trucks available for visitors! The League City Garden Club will also be attending the sale on the 22<sup>nd</sup>.

**b. Assistant City Librarian's Staff Reports**

**i. Public Services** given by Darla Rance

**1. Children's**

Two candidates for the Summer Assistants were selected and their start date will be on May 24<sup>th</sup>.

Kidz Pacz is a program of the Galveston County Food Bank that provides non-perishable food to qualified families with children between 3 and 18 during the summer. Helen Hall Library will sign up families from May 15<sup>th</sup> through July 31<sup>st</sup>. From June 7<sup>th</sup> to August 13<sup>th</sup>, we will receive weekly food distributions based on the number of qualified families signed up for the program. Families will be able to pick up their food on Fridays in the Children's area.

During March, the Children's Department prepared the craft for Sundays In the Park and our Bird themed story times for the month of April. This week featured the Pigeon books by Mo Willems.

For our March display, Cody Kerr created a Women's History month display of children's materials.

We received our remaining shelves and the additional shelving unit that was ordered to complete the new shelves in the Children's area. This allowed us to move the graphic novel collection and the graphic novel award books to one location. The Spanish collection was also gathered to one location, allowing patrons to search Spanish material in one location.

The children's department is busy preparing crafts for the YMCA Outreach and Sunday's at the Park events.

**2. Teen Services**

There were 13 teen programs with 137 participants for March.

Teens had a blast playing elemental-themed games for Avatar Day! They had a water balloon toss, rock-on-a-spoon obstacle course, paper airplane competition, and fire dodge ball. There were 20 participants, and teens are interested in having a similar event again.

We're having a Summer Reading Kick-Off with Angie Thomas! On Friday, May 28 from 4:30-5:30, we will have a virtual Q&A with the author of *The Hate U Give*, *On the Come Up*, and *Concrete Rose*. All ages can watch virtually from home or join us in-person to watch together with refreshments! *The Hate U Give* has also become a major motion picture.

The Friends of Helen Hall Library generously donated Friends Bookstore Coupons as a prize for the Teen Summer Reading Program. The teens are always excited about this prize! Thank you to the Friends for helping promote literacy and encourage a life-long love of reading for our local teens. They are always so helpful to the summer teens.

Interviews are ongoing for the Teen Summer Assistant.

**3. Adult Services**

The Adult services Department presented eighteen programs in March.

Everyone has now completed their Mental Health First Aid training.

The Staff participated in Meredith Layton's statistical recording training.

The department has been working closely together to continue programs and maintain the desk coverage during the absences of staff.

The department was happy to welcome our new page and provide him with appropriate training. José Garcia has even got the 3D printer up and working.

The Local History Librarian assisted someone writing an article on the history of the old League City Post Office and helped the Communications Department in a search for photographs of J.C. League. She also provided researchers with records regarding the League City Methodist Church, records from the initial construction of the Civic Center, photographs and correspondence pertaining to the League City Lions Club and located three obituaries. In addition, she searched the Texas Family Land Heritage volumes that are part of the Local History Room book collection to provide genealogical and historical information regarding a ranch owned by a researcher's family.

#### **4. Volunteer Services**

The supervisors worked together to individually call every volunteer from the last year to thank them for their efforts. A small swag bag was put together for them to pick up. We are thrilled with Ashley coming on board and are excited for her to move the program further.

#### **ii. Access Services given by Meredith Layton**

##### **1. Circulation Services**

Two candidates for the Summer Assistants were selected and their start date will be on May 24<sup>th</sup>.

Circulation Supervisor Kelsea Meza and Technical Services Clerk Kathryn Rose completed the DVD replacement project; over 450 frequently circulating titles were replaced with new copies to enhance the quality of our patrons' experience when watching our DVDs.

Circulation Staff Elizabeth Whitworth, Emory Dunn and Miranda Guillory designed and maintains the bird displays at the library. They are very clever and creative. Emory attended our book folding program last year and created the bird design.

##### **2. Technical Services**

More orders for new materials were submitted in the month of March than any other time during FY2021.

With a challenge to eliminate a cataloging backlog due to multiple issues faced in 2020, Technical Services staff more than doubled their output from the previously most productive month of FY2021. Overall, cataloging productivity has increased by 122% in FY2021 from 2020.

114 patron purchase suggestions were routed to collection development staff for evaluation or to Interlibrary Loan staff for request.

#### **b. Statistical Reports**

The Library continues to make progress and continues to be the busiest library in Galveston County. Approximately 62% visitors are back and 80% of circulation when compared with previous Marchs. Summer programs will continue to increase the momentum.

**c. Calendar of Events**

Summer Beyond the Books is in printing and the library is excited for everything scheduled for June and July. The cover of the program features Meredith's Layton's 1-year old son to promote the new Babies and Books program. The daughter of Kelsea Mesa, Circulation Supervisor, will be promoting the new backpack gift for the 1,000 Books Before Kindergarten program.

Historically, May is usually a quieter month, but we are busy with the weekend city events and the Friends book sales.

**8. Board Comments**

Kathie is thrilled about the library being the leader in the County. As the community becomes more willing to gather, we will continue to serve them. Congratulations to all of the Library staff for their efforts. It is an exciting time!

Jeanne took a stack of Library brochures with her and handed them out as she worked at the Walter Hall Park COVID-testing event. She was excited to be able to spread the work on all that the library is doing.

Mr. Lardas thanked the library for being open and operating meeting places for different clubs and organizations. He would like to make up his missed meeting with Teresa and the Library supervisors.

Kathie is very anxious to know the outcome from the Board's one-on-one meetings with the Library supervisors. She is excited to hear everyone's viewpoints and felt that it was a unique approachable way to brainstorm ideas. Teresa mentioned the impetus to purchase Helen Hall Library label pins, as well as a dry erase easel to get the public's viewpoint came from the meetings. She will complete the recap with the one-on-one meetings once Mr. Lardas has an opportunity to meet.

Kathie also continued to be impressed with the History club meetings.

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

The Board would like to receive the results from the one-on-one meetings with the supervisors.

They would like to meet with the Friends of Helen Hall Library to get their ideas and promote the library to the group.

**10. Adjournment**

7:07 pm