

GONZALES PUBLIC LIBRARY

BOARD MEETING

Wednesday, April 3, 2019

Library at 5:00 P.M.

MINUTES

Call to Order and Certification of a Quorum

Vicki Frenzel called the meeting to order at 5:00 p.m. A quorum was present.

Members Present: Vicki Frenzel, Swann Reid, Noell Ince, Ida McGarity, Martha Jo Whitt, John Tinsley.

Members Absent: Dot Eberle, Erwin Ckudre.

Staff Present: Caroline Helms, Library Director.

Public Comments: None

Approval of Minutes

1. Approval of February 6, 2019 minutes was motioned by Swann Reid, seconded by Martha Jo Whitt, and passed unanimously.

Items for consideration and possible action

2. Discuss, consider, and possible action regarding the president's report:

* Library storage of original bound volumes of the Gonzales Inquirer: Vicki Frenzel had nothing to report.

* DuBose Collection cabinet lighting: Vicki reminded the Board that the cabinet lighting has a short in it and needs to be replaced. John Tinsley stated that the lights have been purchased and will be installed when possible.

* Library memorial to past librarians: Vicki Frenzel stated that it would be nice to hang a plaque in the library acknowledging all the past librarians that have served Gonzales. This was discussed and will require some research.

* Accepting ownership of the Bushong Collection and agreement to comply with the requirements of the trust being maintaining insurance on the collection and keeping the collection on permanent display: After discussion, the Board decided to request information before taking action, i.e. taking a look at the agreement.

3. Discuss, consider, and possible action regarding the report of librarian:

* Report on new library roof: Caroline Helms reported that the bidding process is moving forward with a pre-bid conference scheduled for April 18, 2019.

* Mold / Relative Humidity in the Mary Elizabeth Tinsley Texas History Center: Caroline Helms reported that on March 11, 2019 there was mold discovered on 5 books in the Texas Center. At that time the Relative Humidity registered at 58%. The 5 books, on Texas Genealogy, were disposed of, a dehumidifier has been installed, and library staff is watching the RH closely.

* Therapy dog reading program through the Dog Alliance: Caroline Helms reported that the library has partnered with a local family to bring in a certified therapy dog for children to read to.

* Monthly reports with the addition of the Texas Center gate count: Caroline Helms distributed the monthly reports for February and March 2019, both are attached. She stated that a people counter has been installed in the Texas Center and that gate count has been added to the monthly report.

4. Discuss, consider, and possible action regarding the financial report for March 31, 2019: Noell Ince distributed the report, it is attached.

5. Next regular meeting will be May 1, 2019 at 5:00 p.m.

6. The meeting was adjourned by Vicki Frenzel.

Respectfully Submitted,

Caroline Helms, Library Director



Vicki Frenzel, President Erwin Kodre, V.P.



Swann Reid, Secretary

CITY OF GONZALES LIBRARY BOARD MEETING

Robert Lee Brothers, Jr. Memorial Library 301 Saint Joseph St.

***Entry at Saint Joseph St. front entrance**

AGENDA- Wednesday, April 3, 2019 5:00 P.M.

CALL TO ORDER AND CERTIFICATION OF QUORUM

PUBLIC COMMENTS

The public comments section of the meeting is for citizens to address the Board (as a whole).

APPROVAL OF MINUTES

1. Discuss, consider and possible action approving minutes of the February 6, 2019 meeting minutes.

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

2. Discuss, consider and possible action regarding the president's report including:

- * Library storage of original bound volumes of the Gonzales Inquirer.
- * DuBose Collection cabinet lighting.
- * Library memorial to past librarians.
- * Accepting ownership of the Bushong Collection and agreement to comply with the requirements of the trust being maintaining insurance on the collection and keeping the collection on permanent display.

3. Discuss and consider the report of librarian including:

- * Report on new library roof.
- * Mold / Relative Humidity in the Mary Elizabeth Tinsley Texas History Center.
- * Therapy dog reading program through the Dog Alliance.
- * Monthly reports with the addition of the Texas Center gate count.

4. Discuss and consider the financial report.

STAFF/ BOARD REPORTS

5. Next regular meeting will be May 1, 2019 at 5:00 p.m.

ADJOURN

I certify that a copy of this agenda of the Gonzales Library Board was posted on the City Municipal Building bulletin board and City of Gonzales website at www.gonzales.texas.gov the 29th day of March 2019 at 5:00 p.m.; and remained posted continuously for at least 72 hours before the scheduled time of the meeting and was removed _____.

I further certify that the following News Media was properly notified of the above stated meeting: The Gonzales Inquirer. This meeting may be attended by a quorum of the Library Board members.

ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

February, 2019

ADDITIONS:

- | | |
|------------------------------------|-----|
| 1. Books and videos purchased..... | 169 |
| 2. Items donated..... | 26 |
| 3. Library cards issued..... | 64 |
| 4. Number of internet users..... | 639 |
| 5. Memorial donations..... | 1 |

CIRCULATIONS:

- | | |
|-------------------------------------|-------|
| 1. Number of books circulated..... | 1632 |
| 2. Number of videos circulated..... | 1234 |
| 3. Number of eBooks circulated..... | 215 |
| 4. Total..... | 3,081 |

COMMENTS: main library gate count: 3,405

* Tinsley TX Center gate count: 687

* TX Center people counter installed
on 2/08/19

BOOKS PURCHASED:

city - 96

FOL - 19

115

VIDEOS PURCHASED:

city - 54

DONATIONS:

Books - 17

DVDs - 9

26

ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

March, 2019.

ADDITIONS:

- 1. Books and videos purchased..... 251
- 2. Items donated..... 138
- 3. Library cards issued..... 42
- 4. Number of internet users..... 764
- 5. Memorial donations..... 4

CIRCULATIONS:

- 1. Number of books circulated..... 1884
- 2. Number of videos circulated..... 1319
- 3. Number of eBooks circulated..... 271
- 4. Total..... 3474

COMMENTS: main library gate count: 4,029
Tinsley TX Center gate count: 915

BOOKS PURCHASED:

city - 116
FOL - 63

179

VIDEOS PURCHASED:

city - 72

DONATIONS:

Books - 12
DVDs - 126

138

ACCOUNT STATUS	ACCOUNT TYPE	ACCOUNT NUMBER	ACCOUNT NAME	CURRENT BALANCE	PRIOR YEAR FISCAL YEAR END	SELECTED BUDGET CODE	ACCOUNT N°
A	A	1-001.000	CASH - CONTROL ACCT	(119,944.75)	(121,729.90)	0.00	
A	A	1-001.499	CASH - EXPO CTR CO'S	0.00	0.00	0.00	
A	A	1-001.500	CASH - EXPO I & S	0.00	0.00	0.00	
A	A	1-001.501	CASH - TEXAS CAPITAL	0.00	0.00	0.00	
A	A	1-001.502	CASH - HOTEL MOTEL TAX	705,396.04	611,501.63	0.00	
A	A	1-001.503	CASH - MUSEUM FUNDS	16,386.74	20,370.65	0.00	
A	A	1-001.504	CASH - FOREFEITURES	27,403.87	46,092.95	0.00	
A	A	1-001.505	CASH - MUN CRT CHLD SAFETY	21,723.71	20,711.51	0.00	
A	A	1-001.506	CASH - MUN CRT SECURITY	25,684.94	25,031.70	0.00	
A	A	1-001.507	CASH - MUN CRT TECH	19,139.08	18,268.21	0.00	
A	A	1-001.508	CASH - SPECIAL EXPENSE	7,371.01	7,156.70	0.00	
A	A	1-001.509	CASH - AIRPORT IMPT	0.00	0.00	0.00	
A	A	1-001.510	PEG FRANCHISE (RESTRICTED USE)	0.00	0.00	0.00	
A	A	1-001.511	ROBERT LEE BROTHERS JR LIBRARY	203,098.90	171,649.00	0.00	
A	A	1-116.700	ACCTS REC - HOTEL TAX	29,711.11	29,711.11	0.00	
A	A	1-120.000	DUE FROM OTHER FUNDS	0.00	0.00	0.00	
A	A	1-120.001	DUE TO OTHER FUNDS	0.00	0.00	0.00	
A	A	1-120.700	DUE FROM GEDC FUNDS	0.00	0.00	0.00	
A	A	2-201.000	ACCOUNTS PAYABLE	(55.55)	(60,031.45)	0.00	
A	A	2-207.000	RETAINAGE PAYABLE	0.00	0.00	0.00	
A	A	2-222.000	DEFERRED REVENUE	0.00	0.00	0.00	
A	A	2-230.000	DUE TO OTHER FUNDS-EXPO EXP	0.00	0.00	0.00	
A	A	3-390.000	FUND BALANCE	(768,732.11)	(768,732.11)	0.00	
A	A	4-410.107	TRANSFER FROM GEDC-EXPO	0.00	0.00	0.00	
A	A	4-800.100	EXPO CERTIFICATION OF OBLIG	0.00	0.00	0.00	
A	A	4-810.100	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	
A	A	4-810.101	INTEREST INCOME	0.00	0.00	0.00	
A	A	4-810.110	TEXAS CAPITAL GRANT FUNDS	0.00	0.00	0.00	
A	A	4-811.109	HOTEL OCCUPANCY TAX	(300,883.35)	(300,883.35)	0.00	
A	A	4-811.658	MERCHANDISE SALES	0.00	0.00	0.00	
A	A	4-811.801	INTEREST INCOME	(6,631.68)	(6,631.68)	0.00	
A	A	4-812.100	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	
A	A	4-812.658	FUNDRAISING RECEIPTS	(3,910.00)	(3,910.00)	0.00	
A	A	4-812.801	INTEREST INCOME	(199.83)	(199.83)	0.00	
A	A	4-813.100	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	
A	A	4-813.101	INTEREST INCOME	(336.87)	(336.87)	0.00	
A	A	4-813.508	FOREFEITURE INCOME-STATE	(1,726.35)	(1,726.35)	0.00	
A	A	4-813.509	FOREFEITURE INCOME-FEDERAL	(747.70)	(747.70)	0.00	
A	A	4-814.100	TRANSFERS FROM GENERAL FUND	(2,605.88)	(2,605.88)	0.00	
A	A	4-814.501	MUNICIPAL COURT INTEREST	(768.74)	(768.74)	0.00	
A	A	4-815.100	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	
A	A	4-815.101	INTEREST INCOME	(1,977.24)	(1,977.24)	0.00	
A	A	4-815.102	RLB DONATIONS	0.00	0.00	0.00	
A	A	4-815.103	RENTAL INCOME	(45,472.50)	(45,472.50)	0.00	
A	A	4-815.104	SHELVING DONATIONS	0.00	0.00	0.00	
A	A	4-815.105	TINSLEY DONATIONS	(1,000.00)	(1,000.00)	0.00	
A	A	4-816.100	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	
A	A	7-810.150	BOND ISSUANCE COSTS	0.00	0.00	0.00	
A	A	7-810.400	CERTIFICATE OF OBLIGATION FEES	0.00	0.00	0.00	
A	A	7-810.423	ENGINEERING	0.00	0.00	0.00	
A	A	7-810.502	ADVERTISING	0.00	0.00	0.00	
A	A	7-810.503	ELECTRICAL LINES	0.00	0.00	0.00	

TINSLEY DON.