

GONZALES PUBLIC LIBRARY

BOARD MEETING

Wednesday, October 3, 2018

Library at 5:00 P.M.

MINUTES

Call to Order and Certification of Quorum

Vicki Frenzel called the meeting to order at 5:01 p.m. A quorum was present.

Members Present: Vicki Frenzel, Swann Reid, Noell Ince, Dot Eberle, John Tinsley.

Members Absent: Ida McGarity, Martha Jo Whitt, Erwin Ckudre.

Staff Present: Caroline Helms, Library Director. Anne Dollery, Parks & Recreation Director. William Ince, Building Official / Superintendent of Public Works. Clint Hille, Tourism Director.

Public Comments:

None

Approval of Minutes

1. Approval of August 1, 2018 minutes was motioned by Dot Eberle, seconded by Swann Reid and passed unanimously.

Items for consideration and possible action

2. Discuss and consider the president's report including storage of original bound volumes of the Gonzales Inquirer: Vicki Frenzel reported that the original bound volumes of the Gonzales Inquirer, previously stored at the Gonzales County Archives, are now in storage at the library. She stated that they would be picked up to be digitized and then returned to the library. Shelving options for the volumes were discussed. She also reported that the library policy needs to be reviewed and updated.

3. Discuss and consider report of librarian including staff information: Caroline Helms requested that the Board vote on whether or not they wanted to release \$2,500.00 of Library Restricted funds in order to

pay for an Architect to create a Request for Proposal (RFP) for a new roof at the library. She stated that there have been ongoing leaks in the building. Swann Reid motioned to release the funds, Dot Eberle seconded and the motion passed unanimously. Caroline Helms reported that the request to change one Part-Time Library employee position to a Full-Time position was approved for the new City budget. She also reported that the library has been accredited by the Texas State Library and Archives Commission for the 2019 Fiscal Year, that accreditation letter is attached. She distributed monthly reports for August and September, both are attached.

4. Discuss and consider the financial report: Noell Ince distributed the City's approved Library Department budget for Fiscal Year 2018-2019, it is attached.

5. Discuss and consider proposal from Clint Hille regarding a Vicki Bushong reception room in the library: Clint Hille stated that he was interested in using the 20 foot x 20 foot storage room in the back of the library to create a grand reception hall for dignitaries and name it in honor of Vicki Bushong. He said that the Bushong document collection, on loan to the library for one year, may be able to be on loan for a longer period if there is a naming right opportunity. Caroline Helms stated her concern that as a Public Library there needs to be equal access to all library services including meeting rooms. She also said that the current library floorplan was decided on by a committee that met with the Architect over the course of a year, it flows very well, and that she would be concerned about changing that plan at this time. William Ince stated that an Architect would need to be involved and would have to decide if Clint's proposal would require two exit access doorways. He also said opening that area would require a new air conditioning unit and that the Fire Chief can attend a future meeting to express his concerns, William's report is attached. Vicki Frenzel reported that according to the contract between the City and Ms. Brothers, Ms. Brothers has all naming rights and has not been receptive to the idea after four months of requests. The item was tabled for further discussion.

6. Next regular meeting will be November 7, 2018.

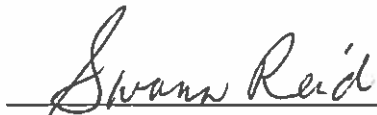
7. The meeting was adjourned by Vicki Frenzel.

Respectfully Submitted,

Caroline Helms, Library Director



Vicki Frenzel, President



Swann Reid, Secretary

**CITY OF GONZALES
LIBRARY
BOARD MEETING**

Wednesday, October 3, 2018

**Robert Lee Brothers, Jr. Memorial Library 301 Saint Joseph St.
*Entry at Saint Joseph St. front entrance
5:00 P.M.**

AGENDA

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 and approve minutes of last meeting.

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

2. Discuss and consider the president's report including storage of original bound volumes of the Gonzales Inquirer.
3. Discuss and consider the report of librarian including staff information.
4. Discuss and consider the financial report.
5. Discuss and consider proposal from Clint Hille regarding a Vickie Bushong reception room in the Library.

STAFF/ BOARD REPORTS

6. Next regular meeting will be November 7, 2018 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 _____ day of _____, 2018 at _____ a.m./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.



August 7, 2018

Dear Caroline Helms:

This letter serves as the official notification that Gonzales Public Library has been accredited and will be a fully qualified member of the Texas Library System for State Fiscal Year 2019: September 1, 2018 through August 31, 2019.

The library is eligible for participation in the statewide interlibrary loan program (ILL), TexShare programs, and the federal E-Rate program. The library is also eligible to apply for our competitive grants. More information may be found on the following webpages:

Accreditation Rules <http://tinyurl.com/TxAccreditationCriteria>

ILL <https://www.tsl.texas.gov/landing/ill.html>

TexShare <http://www.tsl.texas.gov/texshare/>

E-Rate <https://www.tsl.texas.gov/ld/funding/usf.html>

Competitive Grant Programs <https://www.tsl.texas.gov/ld/funding/index.html>

All information from the 2017 Annual Reports is published on our website and can be accessed here: <https://www.tsl.texas.gov/ld/pubs/pls/index.html>.

In about a week we will send you an email with the library's maintenance of effort (MOE) 3-year average estimate to assist you in planning for next year's report. The full Annual Report Planning Calculator will be available on our website this Fall.

If our office may be of assistance to you in any way, please contact me (smalek@tsl.texas.gov, 512-463-5532), or Valicia Greenwood (vgreenwood@tsl.texas.gov, 512-463-5466), or through our Texas-only toll free number, 800-252-9386.

The Texas State Library and Archives Commission staff congratulates you on your library's accreditation.

Sincerely,

Stacey L Malek
Program Coordinator
Library Development & Networking Division

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow

ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY MONTHLY REPORT

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

August

2018

ADDITIONS:

- 1. Books and videos purchased..... 240
- 2. Items donated..... 77
- 3. Library cards issued..... 75
- 4. Number of internet users..... 916
- 5. Memorial donations..... 1

CIRCULATIONS:

- 1. Number of books circulated..... 1994
- 2. Number of videos circulated..... 1980
- 3. Number of eBooks circulated..... 246
- 4. Total..... 4,220

COMMENTS: gate count: 5,182

BOOKS PURCHASED: <u>FOL - 174</u>

VIDEOS PURCHASED: <u>FOL - 66</u>

DONATIONS: <u>Books - 65</u>
<u>DVDs - 12</u>
<u>77</u>

ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

MONTHLY REPORT

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

September, 2018

ADDITIONS:

- 1. Books and videos purchased..... 233
- 2. Items donated..... 37
- 3. Library cards issued..... 59
- 4. Number of internet users..... 687
- 5. Memorial donations..... 0

CIRCULATIONS:

- 1. Number of books circulated..... 1779
- 2. Number of videos circulated..... 1447
- 3. Number of eBooks circulated..... 281
- 4. Total..... 3507

COMMENTS: gate count: 4809

BOOKS PURCHASED:

FOL - 178

VIDEOS PURCHASED:

FOL - 55

DONATIONS:

Books - 22

DVDs - 15

37

Caroline C. Helms

From: William Ince
Sent: Friday, September 21, 2018 11:26 AM
To: Caroline C. Helms
Cc: Wade Zella
Subject: Library addition

Caroline,

After the site inspection on the feasibility of utilizing the room for a meeting area, this is some of the items that will need to be addressed.

- Area is classified as an A-3 assembly (2015 IBC section 303.4)
- Maximum Floor Area –Assemble without fixed seating= 7 SF net (2015 IBC section 1004.1.2)
- One means of egress (exit corridor or path) from that area
- Minimum Corridor width met- 2015 IBC- section 1020
- Approximately 20'X 20'=400SF/7= 57 occupants
- An Architect will need to determine if 2005 IBC section 1007 EXIT AND EXIT DOORWAY CONFIGURATION; section 1007.1.1 Two exits or exit access doorways, requirements need to be met
- Additional emergency lighting as per 2015 IBC section 1008.3.1 ILLUMINATION

The Fire Marshal will also need to add his input as to the requirements pertaining to the Fire Code.

You may forward this to your board.

William Ince
Building Official/ Superintendent of Public Works
City of Gonzales
CFM 2469-13N

**CITY OF GONZALES
BUDGET
FY 2018-2019**

100 - GENERAL FUND DEPARTMENT EXPENSES	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ESTIMATED	2018/19 PROPOSED
650-LIBRARY DEPARTMENT				
<u>1-PERSONNEL EXPENSE</u>				
7-650.101 Supervisor's Salary	36,092.16	37,175.79	37,500.00	37,175.79
7-650.102 Salaries - Overtime	138.12	0.00	0.00	0.00
7-650.106 Salaries <i>★ P/T to F/T</i>	56,181.72	58,761.50	60,565.00	82,680.00
7-660.108 Part Time Salaries	17,727.15	18,482.00	18,482.00	9,241.00
7-660.109 Longevity Pay	2,082.50	2,173.00	2,172.50	2,425.00
7-650.110 F.I.C.A.	8,271.75	8,919.31	9,082.04	10,061.42
7-650.111 Unemployment	95.04	800.00	656.00	910.00
7-650.112 Retirement TMRS	10,077.61	10,311.39	10,935.91	12,847.24
7-650.113 Workers Compensation	0.00	230.00	0.00	410.87
7-650.114 Medical Insurance	17,621.36	19,344.00	16,470.00	23,744.00
7-650.116 Life Insurance	63.72	65.00	76.00	105.60
7-650.121 Employment Fees	80.50	100.00	0.00	100.00
***CATEGORY TOTAL ***	148,431.63	156,361.99	155,939.45	179,700.93
<u>2-SUPPLIES EXPENSE</u>				
7-650.201 Office Supplies	3,927.10	3,800.00	3,800.00	3,800.00
7-650.202 Postage	508.86	600.00	600.00	600.00
7-650.203 Copies/Printing	1,121.11	1,500.00	1,500.00	1,500.00
7-650.204 Educational	951.09	1,150.00	1,150.00	1,150.00
7-650.205 Protective Clothing	0.00	0.00	0.00	0.00
7-650.206 Janitorial	477.34	0.00	0.00	0.00
7-650.217 Miscellaneous	141,037.52	200.00	7,593.00	200.00
7-650.219 Equipment/Supplies	3,396.84	2,400.00	2,400.00	2,400.00
7-650.224 Books/DVDS/Videos	26,929.38	30,000.00	30,000.00	30,000.00
*** CATEGORY TOTAL ***	178,349.24	39,650.00	47,043.00	39,650.00
<u>3-MAINT./BLDG-EQUIP-STRUCTURES</u>				
7-650.301 Maintenance to Building	5,565.89	0.00	112.62	0.00
7-650.304 Maint. to Office Equip./Furniture	417.72	550.00	550.00	0.00
7-650.305 Maint. to Machine/Tools/Equip.	1,137.16	3,000.00	3,000.00	0.00
7-650.309 Maintenance to Grounds	0.00	1,000.00	1,000.00	1,000.00
***CATEGORY TOTAL ***	7,120.77	4,550.00	4,662.62	1,000.00

CITY OF GONZALES
BUDGET
FY 2018-2019

100 - GENERAL FUND
DEPARTMENT EXPENSES

	2016/17 ACTUAL	2017/18 BUDGET	2017/18 ESTIMATED	2018/19 PROPOSED
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650-LIBRARY DEPARTMENT

4-CONTRACTS/OPER SERVICES

7-650.401 Telephone	5,133.65	4,828.00	0.00	0.00
7-650.402 Utilities	11,775.39	24,253.00	16,000.00	14,000.00
7-650.408 Membership Dues	631.00	650.00	650.00	650.00
7-650.409 Subscriptions	2,022.60	2,100.00	2,100.00	2,100.00
7-650.411 Special Contracts	3,103.15	4,000.00	4,000.00	6,200.00
7-650.417 Liab/Comp/Fire Insurance	0.00	1,961.27	0.00	0.00
7-650.421 Computer Tech	0.00	0.00	0.00	0.00
7-650.422 Software	1,155.19	1,050.00	1,050.00	1,050.00
7-650.426 Tax Billing for Miller Royalties	0.00	0.00	2,362.00	1,000.00
7-650.430 Travel/Training	0.00	500.00	500.00	500.00
***CATEGORY TOTAL ***	23,820.98	39,342.27	26,662.00	25,500.00

\$2,200.00
Integrated Library System
Annual Fee

9-NON-OPERATING EXPENSES

7-650.908 Transfer to Special Revenue	0.00	0.00	140,605.65	0.00
CATEGORY TOTAL	0.00	0.00	140,605.65	0.00
DEPARTMENT TOTAL	357,722.62	239,904.26	374,912.72	245,850.93

ANNUAL BUDGET PERSONNEL REQUEST SUMMARY

FISCAL YEAR 2018-19	DEPT: 650 DIVISIONS: Library	ACTIVITY:	FUND: 100
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** FROM THE CITY OF GONZALES' STRATEGIC PLAN; ENTER THE GOAL; MILESTONE; AND ACTION PLAN WITH DIALOGUE TO JUSTIFY YOUR REQUEST.

GOAL _____	All Goals
MILESTONE _____	All Milestones
ACTION PLAN _____	All Action Plans

PERSONNEL BY POSITION (Denote if Part-time)	2017-18	Proposed	Planning Years				Total by Class
	# in Job Class	18-19	19-20	20-21	21-22	22-23	
Library Director	1	1					1
Librarian I	2	3					3
Part-time Librarian Assistant	2	1					1
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
	5	5	0	0	0	0	5

CAPITAL OUTLAY REQUIREMENTS (AS RELATED TO PERSONNEL ADDITIONS OR CHANGES)

DESCRIPTION	2017-18	18-19	19-20	20-21	21-22	22-23	TOTAL
Vehicle(s)							\$ -
Radio(s) or Cell Phone							\$ -
Uniforms							\$ -
Furniture							\$ -
Computer / Other Equip							\$ -
TOTAL NEEDED BY YEAR							\$ -

JUSTIFICATION

