



**CITY OF NEW BRAUNFELS, TEXAS
LIBRARY ADVISORY BOARD MEETING**



**NEW BRAUNFELS PUBLIC LIBRARY
700 E. COMMON ST.**

MONDAY, OCTOBER 16, 2023 at 5:30 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- A) Discuss and consider approval of the minutes from the [23-1398](#) meeting on September 18, 2023.

Gretchen Pruett, Library Director

4. COMMUNICATIONS

This time is for citizens or board members to address The Library Advisory Board on issues and items of concerns not on this agenda. There will be no Library Advisory Board action at this time.

From Citizens

From Library Advisory Board members

5. REPORTS

Library Director

New Braunfels Public Library Foundation

Friends of the Library

6. DISCUSSION AND ACTION

- A) Review and possible action on Library Policy 2.11 - [23-1399](#)
Internet and Electronic Resource Use

Gretchen Pruett, Library Director

- B) Review and possible action on Library Policy 2.23 - [23-1400](#)
Childrens Internet Protection Act (CIPA) / Internet Safety

Gretchen Pruett, Library Director

- C) Review and possible action on Library Policy 2.80 - [23-1401](#)
Volunteers

Gretchen Pruett, Library Director

7. **ITEMS FOR NEXT AGENDA**

No action may be taken at this time.

8. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

10/16/2023

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discuss and consider approval of the minutes from the meeting on September 18, 2023.

New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Monday, September 18, 2023

1. Call to Order

Carol Bissett called the meeting to order at 5:35 p.m. on Monday, September 18, 2023.

2. Roll Call

a. Members Present Carol Bissett, Kristen Fain, Cheri Ortega, Connie Born, and Deb Wigington, Amy Stone

b. Others Present

Gretchen Pruett, library director; Natalee Corbett, library assistant director

3. Approval of Minutes

Carol Bissett made a motion to approve the August minutes as written, and Kristen Fain seconded. The minutes were approved as written.

4. Communications

a. Citizens

b. Library Advisory Board Members

Amy Stone requested that Library Advisory Board members attend the city council meetings when possible.

5. Reports

a. Library Director

Ribbon cutting for the Westside Branch was well attended. 200 tiles to be fired and placed in the entryway and eventually in the flower beds. Walking pavers are coming out this week. 60 new cards were issued. Will be doing Family Place at the Westside branch. 4 study rooms are full. Timeline for the new branch is to start the final design process after the first of the year. We did an update of the 60% design. Construction will start in 2024. (Southeast branch) Sent notices out for the first round of challenges. We have round 2 coming up. Two of the books that were challenged this time were in the Juvenile collection. They are questioning the mention of sex and periods. We will be looking at the reviews and deciding whether to move it to the YA area. GenderQueer has a picture that they find inappropriate, but this book is already in the adult section. All the books from last time stayed where they were except "Doing it", and it was moved to the adult section. We will be getting out some end of the fiscal year numbers for next meeting. We will be tracking numbers for both branches. Monday, Oct 9, will be the deadline to get on the advisory board agenda to appeal book decision.

b. New Braunfels Public Library Foundation

They are planning for the Big Give event, on September 20 and 21st and will be raising funds for Virtual Reality equipment for the library. 8:10 am & 11:10 pm for five minutes will double the donations up to \$5000.

6. Friends of the Library

Friends sale is Oct 12 - 14.

7. Discussion & Action

a. Review and possible action on Library Policy 2.16 – Interlibrary Loan

This is a review of the language for fines and renewal policies for interlibrary loans. Carol Bissett moved to approve the policy and Kristin Fain seconded. The board approved the policy.

b. Review and possible action on Library Policy 2.1 – Use of Library Facilities

Add Library wording for the Branch, it will be opened 61 hrs/wk., Use of library spaces to now include both branches, updated closing time, redid the study room language, 14 days in advance they can be booked, up to 7 rooms. We are looking at flexible times instead of two-hour blocks, 2 conference rooms that will seat up to 8. We have to be open at the main branch for a minimum of 60 hours a week. Capitalize library Director in the Patron Rights and Responsibilities. Add "room time" to 5.4. Cheri Ortega moved to endorse the policy, and Kristen Fain seconded. The board endorsed the policy.

c. Review and possible action on Library Policy 2.14 – Patron Rights and Responsibilities.

Gretchen: I am not proposing any changes to this policy. Kristen Fain moved to approve the policy, and Connie Born seconded. The board approved the policy.

8. Items for Next Agenda (No Action May be Taken)

Third Monday, Oct 16, 2023, Reviewing the Collection development policy in January. Won't meet in December.

9. Adjournment

Amy Stone adjourned the meeting at 6:41 p.m.



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

10/16/2023

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Review and possible action on Library Policy 2.11 - Internet and Electronic Resource Use

2.11 Internet and Electronic Resource Use

In response to advances in technology and the changing needs of the community, the New Braunfels Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of our community. It is within this context that the New Braunfels Public Library offers access to the internet.

The New Braunfels Public Library does not monitor the information accessed through the internet and cannot be held responsible for its content. The internet is a global entity with a highly diverse user population, and it is the responsibility of the user (or the parent/legal guardian) to determine what is appropriate.

The New Braunfels Public Library does not vouch for or endorse electronic information accessed at the library. Selection policies that serve to govern a library's purchase of written materials do not apply to material accessed electronically. Users are advised that the quality, accuracy, and timeliness of information on the internet may vary greatly from one site to another, and that some sites may be offensive to some users. The New Braunfels Public Library cannot protect users from information that is offensive or inaccurate. The library staff will assist patrons with Internet use as time permits. In-depth training or technical support will be provided by library staff at Device Advice sessions or by appointment with staff through the Book a Librarian service. Assistance will be given to the fullest extent possible by staff, but the main areas of expertise will be focused on library related technology, websites and apps.

I. Computer Access Policies

- Patrons may not make any attempt to damage computer equipment or software.
- Patrons may not disconnect or render library computers inoperable by disconnecting electrical connections, network connections, or any accessory plugged in to the computer.
- Library workstations may not be used in any activity that is deliberately and maliciously offensive or libelous.
- The library's electronic resources may not be used for illegal or criminal purposes, or to violate copyright laws.
- Patrons may bring their own CD/DVDs or USB drives to use at computer workstations, but the library is not responsible for damage to a patron's media or for any loss of data, damage, or liability that may occur from patron use of the library's computers.
- Patrons printing to library printers are responsible for any printing fees.

- Patrons are responsible for following any additional computer guidelines found displayed in the library.
- Violations of policies may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.
- Library staff reserves the right to limit Internet use by any adult whose children are inadequately supervised.

II. Wireless Access Policies

- Wireless connectivity is available at New Braunfels Public Library at no charge.
- The library assumes no responsibility for any alterations or interference with a laptop's configuration, operation, or data files resulting from connection to the wireless network.
- The library wireless connection does not use encryption, so it is not responsible for the security of information sent or received while using the library connection.
- Patrons using the library's wireless access are governed by the same policies as those using the library's workstations.

Approved by the New Braunfels Public Library Board, April 15, 2002

Revised Aug. 16, 2004

Endorsed Oct. 16, 2006

Revised April 20, 2009; Feb. 22, 2011; May 19, 2014; Nov. 16, 2015

Endorsed Feb. 21, 2017; May 21, 2018

Revised May 20, 2019

Endorsed June 21, 2021; Revised July 18, 2022; Endorsed October 16, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director

10/16/2023

Agenda Item No. B)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Review and possible action on Library Policy 2.23 - Childrens Internet Protection Act (CIPA) / Internet Safety

2.23 Children's Internet Protection Act (CIPA)/Internet Safety

It is the policy of the New Braunfels Public Library to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

I. Definition

Key terms are as defined in the Children's Internet Protection Act. (**Appendix A**)

II. Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

III. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the New Braunfels Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision and Monitoring

It shall be the responsibility of all members of the New Braunfels Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and

access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Librarian on Duty or designated representatives.

Appendix A: CIPA Definitions of Terms

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.



Adopted by the New Braunfels Public Library Board, March 16, 2015

Endorsed Nov. 30, 2015; April 17, 2017; May 21, 2018; May 20, 2019; June 21, 2021;

Endorsed October 16, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

10/16/2023

Agenda Item No. C)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Review and possible action on Library Policy 2.80 - Volunteers

2.8 Volunteers

The New Braunfels Public Library is committed to the utilization of various available resources to further its goals. It has been demonstrated that volunteers can enrich and expand library services and act as public relations spokespersons for the library. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

I. Policy and Priorities

Under the direction of the Library Director or assigned staff member, volunteers are expected to conform to all policies of the New Braunfels Public Library and are selected and retained for as long as the library needs their services. The Library Advisory Board recognizes that volunteers supplement, but do not replace, regular library staff. Volunteers may apply for paid positions under the same conditions as other outside applicants. To ensure the safety of all volunteers, employees and program participants, some duties may require that the volunteer sign permission for a criminal background check and be subject to other requirements as deemed necessary by the Library Director or the City of New Braunfels.

II. Library Service in Lieu of Nonresident Fees

When non-resident volunteers have been with the library for three months (with a minimum of 12 hours worked), they will be issued a complimentary library card (normal cost \$25) for one year or have their present non-resident card privilege be extended to one year from that qualifying date.

When non-resident Visitor volunteers have been with the library for two months (with a minimum of 7 hours worked), they will be issued a complimentary library card (normal cost \$15) when they return for their next visit.

If volunteers continue to work for more than a year, the library card would be updated annually as needed to continue their privileges. This will NOT be advertised. This privilege will extend to volunteers of the Friends of the New Braunfels Public Library upon verification of service by the Friends Volunteer Coordinator, or for service on the Library Advisory Board, the New Braunfels Public Library Foundation Board or the Executive Committee of the Friends of the New Braunfels Public Library.

III. Qualifications for Volunteer Service

Opportunities are also available for interested citizens to participate in the Friends of the Library upon the completion of a membership application. The Library Foundation board service is by nomination from existing board members. Openings on the Library Advisory

Board are open to residents and non-residents per City Municipal Code Article 78 – 27 – Library Advisory Board – Qualifications and Appointment of New Members.

The New Braunfels Public Library also accepts volunteers upon application through the Library Volunteer Coordinator.

Endorsed by the New Braunfels Public Library Board, Feb. 18, 2003; Sept. 18, 2006

Revised July 18, 2011

Endorsed May 21, 2012; Oct. 21, 2013

Revised Feb. 18, 2014

Endorsed Feb. 17, 2015

Revised March 16, 2015; March 21, 2016

Endorsed April 17, 2017

Revised April 16, 2018; April 19, 2021

Endorsed Nov. 28, 2022; Oct. 16, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director