



New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Monday, May 16, 2022

1. Call to Order

Library Advisory Board Chair Connie Born called the meeting to order at 5:33 p.m. on Monday, May 16, 2022.

2. Roll Call

a. Members Present

Connie Born, Carol Bissett, Cheri Ortega, Dana Watson, Deb Wigington

b. Others Present

Gretchen Pruett, library director; Bill Morgan, Friends of the New Braunfels Public Library

3. Presentations

a. Bond Update

Gretchen Pruett reports the City Council meeting to vote to approve the project plans is next Monday. This will ensure accurate project costs. For the library, this would include updating project costs for the southeast branch as well as hopefully funding a master plan for the main branch, which is 10 years old now and doesn't factor in ETJ card service, Veramendi, or Mayfair. Once that list is approved, the summer will be spent working with the architect(s) on the project—the library projects will both be with one architect. The bond committee will reconvene in September with the new numbers.

b. Westside Library Branch Update

Gretchen Pruett reports the furniture and color selection has gone well, and the furniture expenditure will also be going before council next Monday. We have a finalist for the branch manager position, and that will be finalized in the near future.

4. Approval of Minutes

Dana Watson made a motion to approve the February minutes, and Deb Wigington seconded. The minutes were approved as written.

5. Communications

a. Citizens

b. Library Advisory Board Members

6. Reports

a. Friends of the Library

Bill Morgan reports about 50 people showed up to the most recent meeting.

b. New Braunfels Public Library Foundation

Gretchen Pruett reports the Foundation will be asked to potentially put an additional \$80,000 into the Westside library, contingent on how construction goes. If the building gets to completion without using all the contingency fund, it can roll over into the next steps. If the contingency fund



is depleted, that's when the Foundation's money will factor in. There are currently a few additional sponsorship opportunities—in the garden and small and large bricks for a walkway.

c. Library Director

Gretchen Pruett reports six items have been submitted for next year's budget requests—a couple personnel requests, a classroom set of laptops for the Westside library, HVAC software upgrade, and conference/study room upgrades.

7. Discussion & Action

a. Review and possible action on Library Policy 2.13 – Gifts & Donations

This policy designates the Friends of the Library as recipients of book donations. Memorials and honorariums can come to the library, but we encourage them to go to the Friends or Foundation due to their tax-exempt status. No changes are recommended at this time. Carol Bissett moved to endorse the policy, and Bill Morgan seconded. The board endorsed the policy.

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

As we have less of an in-house collection, we will rely more on Interlibrary Loans (ILLs). We've waived ILL charges but do still limit number of ILLs at a time. We pay a flat rate for the courier to come three times a week, and the majority of ILLs go through the carrier, not the post. Deb Wigington moved to endorse the policy as amended and Cheri Ortega seconded. The board endorsed the policy as amended.

c. Review and possible action on Library Policy 2.70 – Library Support Groups

This policy defines the relationship between the library and the Friends of the Library and the Foundation. No changes are recommended at this time. Cheri Ortega moved to endorse the policy, and Dana Watson seconded. The board endorsed the policy.

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

These items will carry over to the June agenda.

9. Adjournment

Connie Born adjourned the meeting at 6:22 p.m.