



New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library – In-Person & Virtual Via Zoom
Monday, Aug. 16, 2021

1. Call to Order

Library Advisory Board President Connie Born called the meeting to order at 5:36 p.m. on Monday, Aug. 16, 2021.

2. Roll Call

a. Members Present

Connie Born, Amy Stone, Carol Bissett, Kay Cartwright, Deb Wigington

b. Others Present

Gretchen Pruett, library director; Andrea Harlan, NBPL Foundation president

3. Presentations

a. COVID-19 Operations

The library is getting ready to reinstate regular opening hours the Tuesday after Labor Day. This will include Sunday hours. Monday, Tuesday, and Sunday afternoons the Meeting Room will be available for nonprofit bookings. Management is evaluating the best way to bring back programs in-person. We're still following the governor's order of encouraging but not requiring masks.

b. Westside Library Branch Update

Construction has been delayed due to rain—probably by a few weeks—and the contractor will be using more of the parking lot, which will limit program size a bit more. The Foundation will be launching the big push for sponsorship opportunities after Labor Day.

c. Board Term Limit Update

The intake process for boards is moving to twice a year—May 1 and Dec. 1—which just means the board's vacant position will not be filled until November.

4. Approval of Minutes

Kay Cartwright made a motion to approve the June minutes and Amy Stone seconded. The minutes were approved as written. The July minutes need a date corrected, but without a quorum there is nothing to approve.

5. Communications

a. Citizens

b. Library Advisory Board Members

6. Reports

a. Friends of the Library

Friends are still planning on having a general meeting in September and the book sale in October, but as with everything nowadays, both are subject to change.



b. New Braunfels Public Library Foundation

Andrea Harlan is starting her term as president of the Foundation. She was a board member a few years ago and recently returned. She reports the Foundation has decided to push the Jean Becker event at the Brauntex back to the end of January. As of Sept. 1, sponsorship opportunities at the Westside branch will be open to the public, and the Big Give is at the end of September. The Foundation is hosting a spelling bee fundraiser at Krause's in December in partnership with United Way.

c. Library Director

The budget process is underway; so far, City Council hasn't pulled or questioned anything. The library's major requests include staffing the new Westside branch.

d. Treasurer

No report this month.

7. Discussion & Action

a. Review and Possible Action on the 2020 Main Library Master Plan developed by 720 Design

The NBPL Foundation funded a master plan for the library in early 2020; 720design was selected due to their extensive work on the southeast branch. The master plan includes expanding the current facility to allow for a Meeting Room twice its current size, increased seating areas and study/conference room capacity. The City is ahead of schedule on preparing for the next bond and expanding the main library and building the southeast branch are the two projects the library would be strongly advocating for. Amy Stone moved to adopt the master plan; the motion was seconded, and it passed.

b. Review and Possible Action on Library Policy 2.19 – Test Proctoring

Recommended changes include officially resuming proctoring (discontinued due to COVID-19) and resuming by appointment only; drop-in exams are not allowed. Amy Stone made a motion to endorse the policy; Kay Cartwright seconded. The board endorsed the policy as revised.

c. Review and Possible Action on Library Policy 2.21 – Video Surveillance

No changes are recommended at this time, but we are in the process of looking at new security systems. Amy Stone made a motion to endorse the policy; Kay Cartwright seconded. The board endorsed the policy.

d. Review and Possible Action on Library Policy 2.1 – Use of Library Facilities

Changes include setting a 65-hour per week minimum and designating the Conference Room as a staff area. It also notes only having one study room available for reservation instead of two and no longer having a typewriter available for use. Kay Cartwright made a motion to approve, and Amy Stone seconded.

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

These items will carry over to the September agenda.

9. Adjournment

Connie Born adjourned the meeting at 6:45 p.m.