

**Mae S. Bruce Library Advisory Board Meeting
April 27, 2021 1:30 p.m.
Mae S. Bruce Library
13302 – 6th Street
Santa Fe, Texas**

Roll Call – Present: Becky McClain: Director of Library Services
Barbara Winburn: Board member
Linda Coyle: Board member
Doris Camp: Board Member (Treasurer for FOMBL)
Jennifer Meier- Secretary

Minutes

- I. Call to Order:** Absent a Board Chair, the meeting was called to order at 1:37 p.m. by Barbara Winburn
- II. Approve Minutes of Jan. 6, 2021 and Mar. 24, 2021 meetings:** Motion to accept minutes as corrected for both the January 6 and March 24 meetings was made by Doris and the motion was seconded by Barbara.
- III. Director's Report:** Director of Library Services, Brenda Cheatham, discussed a new flyer for Summer School programming. FOML are gathering supplies and helping to pay for the program. COVID restrictions are still in place with books are still being quarantined. Curbside drop-off and pickup are also available. Large group programming to start full programs June 1. Met Gina with Educational Foundation to discuss Robotics program start up July 12-23. Pokemon will start on Saturdays.

Friends Aug 19th 2021

- IV. Old Business:**

A. Library Expansion Project: Becky discussed a groundbreaking ceremony possibly end of May or beginning of June. Then, at end we can have an Open House possibly end of September or Early October. Discussed types of cages and building shapes Bill Pittman will get bids on these. Discussed portion of brick required by city. Décor wall can be made from resulting interior brick wall. No structural beam is required and will seamlessly be tied into building. This will save money. Bill Pittman will possibly start around June 1. Becky discussed: plaques which can be bought to name rooms by those purchasing furniture. Gina with Education Foundation is helping with information about "naming bricks" for purchase. Library back door will lead to future parking lot or around flag pole/main sidewalk and possibly moving memorial benches around flag pole. Getting pricing for memorial tree and plaques for tree. Discussed possibility of approaching Mattress Mack for buying a room for naming. May 13 report on construction progress was requested by City Council.

B. Technology Policy as part of the Library's E-Rate application for FY2021-22: We will integrate into the city. They have Microsoft Office but library does not have updated Microsoft. Becky mentioned evaluating technology update being addressed. Names of companies no longer in existence need removed from the plan. Barbara mentioned changing wording on #3, 4, 5 to evaluate and upgrade. Becky said there will be no naming of specific product to prevent technology plan from becoming dated. Barbara moved to make approval for corrections on Library Technology plan as presented and corrected. Doris seconded the motion. Motion passed with all eyes.

C. Review of the FOMBL Bylaws: Barbara mentioned change of FOMBL bylaws is being tabled pending finalization of bylaws. Library Board Bylaws will be reviewed by members and members will submit suggestions for changes. These will be discussed at the July meeting.

LAB reviewed and discussed Article 9 of the Library Advisory Board Bylaws which sets out the conditions for Friends of the Mae S. Bruce Library. The FOMBL has expressed the desire to change the renewal of annual dues to Jan. 1 as opposed to October 1. Article 9: Section 3 states 'The (Friends) annual dues shall be established and reviewed annually by The Friends and presented to The Board for approval. A decision was made to bring this topic back to the LAB after the next January meeting of the FOMBL. Any proposed changes can be presented to the LAB at the Board's April quarterly meeting.

V. New Business: (Discussion and Possible Action)

D. Proposed New Advisory Board Members:

Barbara Winburn was elected chair and Linda Coyle was elected co-chair. Doris Camp made the motion to accept officers.

Proposed new library board members, Stephanie Carter and Billie Mahoney. Jennifer made the motion to approve the applicants. Doris seconded the motion. All members were in favor. Becky will take the applications to City Council on May 13.

VI. Misc.: none

VII. Next Meeting Date: July 6, 2021 at 1:30 pm

VIII. Adjournment: Meeting adjourned at 2:33

**Minutes submitted by Jennifer Meier,
Library Advisory Board Member (Secretary)**