

**MAE S. BRUCE LIBRARY
ADVISORY BOARD MEETING
MINUTES July 2, 2014**

Sue Johnson, president, called the meeting to order at 12:35 pm. The following board members were in attendance: Sue Johnson, Linda Coyle, Sharon Tipton, and Vicki Franzke. Kim Holliday was absent. Library Director, Brenda Cheatham was also present.

Minutes of the April 2, 2014 meeting were approved on motion by Linda.

Treasurer's Report: None

Director's Report:

Brenda has requested we review two new policies, the Collection Services Policy and the Educator Card Policy. Brenda reported that we are in a trial period with Unique Management Services for collection of fines and fees. The company works exclusively with libraries. Basically once the Library has materials 55 days overdue and costs of more than \$25.00, the information is transmitted to the company, which then follows through with collections as outlined in the policy. Sharon commented that the Library process was not totally clear as to notifications and time frames. Brenda will change and send out amended policy to the Board. There were no changes to the Educator Card Policy. Brenda says that may not have to go to City Council, but she is shooting for August for the Collection Services Policy and if necessary, will submit both at the same time to Council. The trial period for the Unique Management Services ends in August. Brenda thinks we will keep them since larger libraries use them. Their fee is \$10.00 for each account submitted to them, regardless of collections. If the account is collected the library patron pays the \$10.00 as part of the fees. If the funds are not collected, the City pays the \$10.00. The Board also reviewed the Library's Overdue Items Invoice which is used. Board approved all to include the changes in the Collection Services Policy related to timeframes. The policy will read: "customers are notified by the library regarding overdue items via telephone and/or email after 3 days, a postcard at 15 days and a letter at 30 days."

On the expansion front, Brenda met with Nick Foster, grant writer and gave him pertinent information regarding our needs. It looks like we will be asking for about one million dollars at 150.00 a square foot for 6,000 square feet. He said it would be several months before we hear from him and Brenda plans to check prior to the October 2nd board meeting if she has not heard by that time.

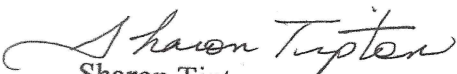
Old Business:

1. Summer Reading Program and TAME Trailer: The program is going very well. This year the materials are from the Consortium, which is nationwide. The programs are geared more toward school age children than the state programs have been in the past and the kids love it. Today Texas A & M presented a program which was well attended. The trailer will be here on July 12th. Sue's husband, Mike is planning to help with that if he is over the shingles by then.

2. Heritage Festival-Sharon reported that the Heritage Festival will remain at Runge Park because the Biker weekend has changed dates and they will be using the park on November 8th. There are plans to have all the food located in the building at Runge which means we will split our volunteers, but we felt we have enough support to do that. There will be a car show in conjunction with the event which should draw in a lot of people.

New Business: Brenda reported that Sharon's and Linda's appointments will go to Council for approval in July. This is a routine matter.

The next LAB meeting will be Wednesday, October 1, 2014 at 12:30pm. The meeting was adjourned at 1:45pm by unanimous agreement.


Sharon Tipton
Secretary