

## **San Marcos Public Library Board Meeting**

January 28, 2019

### **I. Call to order.**

5:30 by Martha Moore, Chair

### **II. Roll call.**

Present: Joanne Engel, Kathryn Brady, Lauren Mikiten, Martha Moore, Jayne Baker, with Diane Insley (Director)

Absent: Joan Nagel, Karen Munoz

### **III. Citizen comment period, as needed.**

N/A

### **IV. Approval of minutes of the previous meeting held on November 26, 2018**

Engel motions to approve, Brady seconds, passes unanimously

### **V. Members review and sign annual disclosure forms**

### **VI. Approval of Accreditation Application to the Texas State Library for FY 2018 (and once approved, the President will sign).**

Director Insley reviews the library's accreditation application which includes an in-depth budget, revenue, circulation information, hours worked, programs attended, in addition to other detailed information.

These final documents can be used to compare our resources and programming to comparable libraries and get ideas about how to improve our library's offerings.

Baker moves to accept, Moore seconds, motion passes. Chair Moore signs and submits to Director Insley.

### **VII. Preview of City Council goals with focus on Workforce Development**

As part of city goals to create more of an educated workforce pipeline in our area, Director Insley was appointed chair of a committee related to Workforce Development. Herself and the committee created a proposal to submit to City Council that may, in some version, come before the Board in the future for review.

**VIII. Announcement of new bylaws as directed to all boards by city council.**

New bylaws are not yet ready, these will be emailed to the board and discussed at a future meeting.

Annual internal review template document distributed to all board members to consider before the next meeting to be discussed at that time.

**IX. Update on Library Facility**

Floor plan document distributed to Board members.

The RFQ has been released. Today Director Insley held a pre-bid tour of our current facilities with prospective vendors. Sixty companies were represented at today's event.

In February, up to 5 qualifiers will be picked and those vendors will be given more specifics about the project for them to give more in-depth pitches to us about the project. After that will come price negotiation.

Contract is expected to go before City Council in April.

**X. Director's Report:**

- **Statistics update**
- **Program update**

**XI. Adjournment.**

Motion by Mikiten to adjourn, Engel seconds, all approve.

Meeting adjourned at 6:22pm. Next meeting is Monday, February 25

*Minutes respectfully submitted by Lauren Mikiten, secretary.*