

## San Marcos Public Library Board Meeting

February 25, 2019

### I. Call to order.

5:31 by Moore, Chair

### II. Roll call.

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

Absent: Kathryn Brady, Karen Muñoz

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

N/A

### IV. Approval of minutes of the previous meeting held on January 28, 2019

Baker motions to approve as amended (one name correction), Mikiten seconds, motion passes:

**In favor:** Martha Moore (chair), Joan Nagel (vice chair), Lauren Mikiten (secretary), Jayne Baker, Joanne Engel

**Opposed:** N/A

**Absent:** Kathryn Brady, Karen Muñoz

### V. COSM Fee Policy and action on the library's cost recovery benefit levels.

- The City of San Marcos (COSM) is reviewing the fees charged by every department and organization under City management to make sure costs are being recovered at a good rate.
- COSM hopes to standardize how the fees are set across all departments/organizations, and then make exceptions as needed.
- COSM has requested that the library define the "benefit level" of every service for which a fee is assessed. The levels of benefit are: Community, Community/Individual, Individual/Community, Highly Individual, Exclusively Individual

- Director Insley has some initial assessments and begins discussion with the Board
- Director Insley thinks one of the big differentiators of the library vs other city departments is that the library can identify a need in the community and fill it quickly because the space is available and not booked far in advance. Gave an example about a medicaid program.
- **Board discussion.** It's a difficult exercise because the fundamental purpose of the library is of community benefit. The Board is in agreement that Director Insley's initial assessment is more than reasonable to meet the City's request.

**VI. Discuss budget goals for FY2020 with focus on the library's role with Workforce Development and possible personnel request.**

- The city has put the Library in charge of this initiative
- Director Insley wants this to be an additional, paid position instead of an additional service provided under current resources
- Director Insley is working on a proposed job description for this position, she sees it as part social worker, part workforce development. More updates to come.

**VII. Approval of new bylaws recommended by City Council.**

The city is standardizing bylaws across all Boards and Commissions

The main change for Library Board is that the Secretary needs to start recording a detailed vote tally: who voted for, against, and who was absent.

Engel moves to accept, Nagel seconds, motion passes:

**In favor:** Martha Moore (chair), Joan Nagel (vice chair), Lauren Mikiten (secretary), Jayne Baker, Joanne Engel

**Opposed:** N/A

**Absent:** Kathryn Brady, Karen Muñoz

**VIII. Update on Library Facility**

- Proposals have been received and scored
- Director Insley presents the top 3 companies the library would like to work with:
  - i. Dunn/Pgal

ii. Turner/Page

iii. FlintCo

- Next step is more specific drawings about what has to happen with utility lines, etc

**IX. Thank you to Karen Muñoz for serving on the Library Board.**

**X. Director's Report:**

- Second quarterly check received from Hays County
- Grant from American Library Association \$500 for our Ready to Code Initiative
- Statistics update
- Program update
  - i. New partnership with E3 Alliance, a group out of Austin focused on education and economic development
  - ii. Chamber of Commerce - Welcome Neighbor packet, the Library will have a packet in there for new folks who move into town
- Upcoming March and special Spring Break events
- Reminder – election of officers at the next meeting

**XI. Adjournment.**

6:42 Joan motions to adjourn, Joanne seconds, motion passes:

**In favor:** Martha Moore (chair), Joan Nagel (vice chair), Lauren Mikiten (secretary), Jayne Baker, Joanne Engel

**Opposed:** N/A

**Absent:** Kathryn Brady, Karen Muñoz

*Minutes respectfully submitted by Lauren Mikiten, secretary*