

Leon Valley Library Board of Trustees Minutes

March 8, 2016

^{CWA} Those present at the meeting were Library Director Sandy Underwood, Board President Katie Gaultney, Vice Chair Jill Crane, Secretary Peggy Proffitt, and Board members Heather Haskin and Barbara Owen. Also present were Brigid Cooley, Teen Advisor and Carol Poss with the Friends of the Leon Valley Library. Dr. Staph was unable to attend because of ongoing illness. The meeting was called to order at 6.32 pm.

There were no citizens to be heard.

After a motion from Jill and seconded by Carol, the group approved the minutes from the February 9, 2016 Board Meeting.

Brigid announced plans for making a photo album as a gift to former Library Directory Joyce Trent. It will be presented to her at the May dedication of the Children's Wing and the Peggy Bissett Meeting Room. The teens are also planning a poetry event for April.

The Board members discussed the idea of having our Teen Advisor become a voting member of the group. Sandy will take this suggestion to the city for their approval.

All Board members were asked to update their information to include email addresses when possible. This will help Sandy if needs to communicate with Board members between scheduled meeting dates.

The following policy update was approved:

Under the conduct policy one change was implemented:

In Section 3, paragraph "d" the word "action" was changed to "actions."

Also in question in Section 3 paragraph "e" was who would hear patrons' requests regarding violation of library policy.

Under the reference policy two changes were implemented:

- i) In the second paragraph, delete the first sentence.
- ii) Add the word "reference" before the question.
- iii) A fee schedule will be added.

A motion to approve the changes was made by Jill and seconded by Heather. The motion was passed.

The planning for the dedication of the Children's Wing and the Meeting room is under way. The date of the dedication is May 7, 2016 at 2:30 pm. Jill and Barbara are working on ordering plaques to be given at the event. Sandy is looking for appropriate signage for the Children's Wing and Peggy Bissett Meeting room. Refreshments will be served. Carol will be checking with the San Antonio Food Bank and The Leon Valley Café. Sandy is working on the list of those to be invited to include families of the honorees, Leon Valley staff and Council Members. The public is also invited to attend.

A change has been made to our Strategic Plan mission statement. The following is our statement: "Our mission is to provide quality resources, information and programs to the residents of the greater Leon Valley."

The Library will hold its annual Volunteer Appreciation on April 9, 2016 at 2:30 here in the building. The theme is "Celebrate Service – Celebrate You!" Beverages and snacks will be available for the volunteers to enjoy.

Sandy gave us an update on the new budget. She is requesting \$18,000.00 for a new air conditioning unit as well as \$7,000.00 for security cameras. A copy of the library ~~statics~~ *statistics* will be attached to these minutes.

Carol reported that the Spring Book sale made \$765.00. An additional amount of \$80.00 was received for Friends of the Library memberships. She also announced that the group would meet at the annex on March 10, 2016 to weed out the collection in the annex. Books which have been on the shelves the longest will be

pulled and given to charity.

There being no further business, the meeting was adjourned at 7:15 pm.

Respectfully Submitted,

Peggy Proffitt

A handwritten signature in cursive script, appearing to read "Mary F. Lewis". The signature is written in dark ink and is positioned below the typed name "Peggy Proffitt".