

Leon Valley Public Library

Board of Trustees

Tuesday September 11, 2018, 5:30pm

6425 Evers Road, Leon Valley, Texas 78238

MINUTES

Attendance: Jill Crane (Trustee), Heather Haskin (Chair), Carol Poss (Trustee), Sandy Underwood (Library Director), Sandra Keller (Alternate), Brigid Cooley (Secretary), Barbara Owens (Trustee)

Not in Attendance: Janet Stone (Vice Chair)

1. Call to Order and Determine a Quorum is Present

The meeting was called to order at 5:35 p.m. by Chair Heather Haskin

2. Citizens to Be Heard

There were no citizens to be heard

3. Consider Approval Draft Minutes for August 14, 2018 meeting.

A motion by Alternate Sandra Keller was made and seconded by Trustee Jill Crane to approve agenda Item 3 (Board of Trustee Minutes - 08/14/2018) as presented. Upon a unanimous vote, Chair Heather Haskin announced the motion carried.

4. Offer Trustee Position to Alternate

A motion was made by Chair Heather Haskins to recommend Alternate Sandra Keller for the position of full trustee; Trustee Carol Poss seconded. Upon a unanimous vote, Chair Heather Haskin announced the motion carried. City Council will consider this appointment at their next meeting.

5. Open Alternate Positions

Library Director Sandy Underwood reported that Katie Gwaltney would like to rejoin the Board as an alternate. Ms. Gwaltney's application has been submitted to the City Council for consideration. Applications for vacant alternate position were handed out to those who may know someone who would like to apply.

6. Update on New Secretary Training

Secretary Brigid Cooley reported that, due to scheduling, she was unable to meet with the City Secretary to go over minute taking guidelines. Board Secretary Brigid Cooley will continue to work with the City Secretary on minute preparation.

7. Possibility of Monthly Meeting Date Change

The possibility of changing the date and time of the Board's monthly meetings was brought up in discussion. Library Director Sandy Underwood confirmed that the Board could in fact change the date and time. After some discussion, a motion was made by Alternate Sandra Keller and seconded by Trustee Jill Crane that the Board move their monthly meetings to the second Thursday of every month at 5:30 p.m., effective October 11, 2018. Upon a unanimous vote, Chair Heather Haskin announced the motion carried.

8. Library Director's Report, Sandy Underwood

Attendance to children's programs skyrocketed; adult attendance is down. Facebook outreach is growing. Concerns regarding how the attendance growth could affect Halloween programming and Breakfast with Santa were expressed.

9. Friends of the Library Report, Carol Poss

Saturday Book Sale profited \$100 and the upcoming book sale is on Sept. 20.

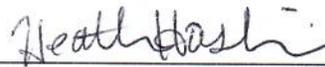
10. Announcements by Chair, Board Members, and Library Director

11. Adjourn

Trustee Carol Poss moved to adjourn the meeting at 6:05 p.m.; Trustee Barbara Owens seconded.

These minutes were approved by the Leon Valley Board of Trustees on 11 of October, 2018

APPROVED



HEATHER HASKIN
CHAIR

ATTEST:



BRIGID COOLEY, BOARD SECRETARY