

MOORE MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
Feb. 28, 2005

Present: Ann Dube, Sherry Sigler, Beth Ryker Steiner, Gerry Steed, Sara Moreno, Nelle Leach, Elaine Schmitz, Mary Ann Reed

Absent: Stephanie Doyle, Beverly Mitchell

The meeting was called to order at 4:00 p.m. Minutes from the December 6, 2004 meeting were approved as written.

Beth Ryker Steiner gave the Librarian's report:

1. The library launched their new website in January 2005. It has very current information and much more content than the older version. Beth encouraged Board members to explore the new site, and mentioned that additional improvements are planned.
2. Library staff members will be attending training later this week on how to provide service to patrons who do not speak English. This training is a result of a HALS grant awarded to the Galveston County Library System for staff development.
3. Beth talked about the process involved in replacing the library's HVAC system. Work has already started in redoing the piping. Unit replacement is scheduled to start in about two weeks. The project is being managed to try to keep the discomfort level for library staff and patrons as low as possible. However, Beth warned that there will be days where sections of the library will have no heating or air conditioning, and there will be some periods of time when the building is without water during this project. It is hoped that the work will be completed by May 1st.
4. Beth mentioned that the Asian Jasmine surrounding the library had been pulled up to allow work on the HVAC contract. The ground cover was too dense, and harbored rodents, snakes and other undesirables, and deemed hazardous to the contractors. After the project is completed, the landscaping issue will be looked at again.

Nelle Leach made a motion and Sherry Sigler seconded to approve the Local History Collection Policy. Discussion covered acceptance of materials, disposal of materials, storage and security issues. The policy was approved unanimously by the Board of Trustees.

Sherry Sigler made a motion and Nelle Leach seconded to approve the Interlibrary Loan Policy. The policy was approved unanimously by the Board of Trustees.

Due to the replacement of the HVAC system and the periodic necessity for the water and air conditioning to be turned off while the system is being replaced, the library has decided not to do a special open house activity this year during National Library week in April. The library is planning a special activity for this week which will be publicized beginning April 1.

The issue of trash around the front of the library building was discussed. Beth told the Board members that she had brought this to the attention of the Recreation & Tourism department who handle the routine, outside maintenance.

Elaine passed on a suggestion to add the library phone number on the book pockets of materials. Beth indicated that there were logistical problems in doing this, but reminded board members that the library's phone number, website address and hours were on the patron's library cards, to provide handy access for renewals.

General discussion followed about the appearance of the outside of the library building and maintenance on the property. Beth advised the board that several issues related to safety, maintenance and appearance were being discussed with the City. Budget issues play a great part in what can be done.

The date for the next meeting is April 25th, 2005 at 4:00 p.m.

The meeting was adjourned at approximately 5:05 p.m.