

**Moore Memorial Public Library Board of Trustees
Minutes**

Feb. 26, 2007

Present: Sarah Ettredge, Elaine Schmitz, Nelle Leach and Beth Ryker Steiner

Absent: Stephanie Doyle, Sara Moreno, Ann Dube, Mary Ann Reed and Shirley Mapps

The meeting was called to order at 4:05 p.m. Minutes from the Oct. 23 meeting were approved as written.

A quorum of the Board Members was not present. Elaine Schmitz chaired the meeting in the absence of Sara Moreno, the Board Chairman.

Beth Ryker Steiner gave the Librarian's report:

1. The Library is finishing up the set of about 125 early Texas City photographs that were digitized as part of the Portal to Texas History project. The Texas City Land Ledger is being digitized now by Portal staff, and will be available online after it is transcribed and described by Library staff. Moore Memorial Library staff has also begun digitization of some historical documents from early Texas City History. A short discussion took place of other historical photographs and documents in the community which could be considered for digitization.
2. The Library has installed wireless access capability in the building. That wireless overlay covers the entire building, which is much broader coverage than was initially anticipated. The Library plans to begin use of laptop computers for public access in late March utilizing the wireless network. These computers will be for in-house use only. More laptops are expected later in the year.
3. Samantha Johnson has taken over as Asst. Director/Head of Technical Processing section, replacing CarolAnn Mills who retired in September. Genita Holland has been hired as a part-time Children's Assistant. Rebecca Snow is expected to begin as Local History/Reference Librarian in late March.
4. Building issues continue to need attention. The staff bathroom has been fixed and rebuilt. The small public bathrooms off the meeting room are in the process of being assessed to determine what is necessary to fix them. The front doors have been replaced and function well.
5. The annual report has been submitted to the Texas State Library and Archives Commission. This is the report used to determine if the library is to be re-accredited for another year. (Moore Memorial is in good shape.)

The space issue for the library continues to be studied and considered. An architectural firm has drawn up some very rough figures and drawings for consideration for an expansion to the current facility.

Beth gave the board members present a draft policy on commercial usage fees for historical photographs. This matter may come up for formal consideration at the April meeting.

The next meeting was set for April 23rd at 4:00 p.m.

The meeting was adjourned about 4:50 p.m.