

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

June 23, 2008

Present: Elaine Schmitz, Nelle Leach, Shirley Mapps, Sarah Ettredge, Stephanie Doyle, Mary Ann Reed, and Beth Ryker Steiner

Absent: Sara Moreno, Gerry Steed and Ann Dube

The following documents were distributed to all members present:

- Minutes of the May 19th Special Board meeting
- Minutes of the May 27th meeting of the Library Planning Committee
- Minutes of the June 20th meeting of the Library Planning Committee
- Draft Moore Memorial Public Library Survey
- A document from Library staff on attributes of a remodeled and/or new library they would like to be considered

The meeting was called to order at 4:05 p.m. Minutes from the May 19th, May 27th, June 20th meetings of the Library Board and/or the Library Planning Committee were approved as written.

Library Director Beth Ryker Steiner gave a short report on:

1. Summer reading programs are off to a good start.
2. The discussion on Charlie Wilson's War, the 2008 Texas City Reads selection, was lively but sparsely attended, perhaps because of conflict with FunFest activities. The Library will hold another discussion on the book in the fall, so more persons can participate.
3. The Library's budget workshop for FY08/09 was held in early June, and appeared to be well received. Budgets will not be finalized until about October 2008.
4. The Library has received the last set of new computers for this current fiscal year. These last five workstations are all destined for staff or circulation terminals.
5. The Galveston Daily News has offered to provide microfilm copies of the back issues of the Texas City Sun (from 1913 to 2004) to the Library for use in local history research. The City and the Galveston Daily News have signed contracts for the permanent loan of these materials and the Library expects delivery of the materials later this week. The microfilm will be available for public use, with Library staff assistance.

A discussion followed on the Planning Committee's trips to Freeman and Stella Link branch libraries. Committee members recapped their findings from visits to those libraries, and notified the Board of changes to the Stella Link branch that have been made to help the library function better. (See Planning Committee minutes for May 27, 2008).

Planning Committee members discussed the trip to the Cinco Ranch and Tullis Branch libraries which occurred on June 20, 2008.

1. Aspects of the libraries that Committee members liked:
 - a. Large parking areas
 - b. Mission-style wooden study furniture (especially Cinco Ranch)
 - c. Filtered windows at Cinco Ranch
 - d. Stairway to adult area at Cinco Ranch
 - e. Tracked, translucent lighting at Cinco Ranch
 - f. Carpet squares at all libraries
 - g. Scaled children's facilities at Cinco Ranch
 - h. Computers at the ends of the shelving units at Cinco Ranch
 - i. Line-of-sight design especially at Cinco Ranch
 - j. Safety considerations at Cinco Ranch
 - k. Large amounts of electrical outlets
 - l. Meeting room facilities.
 - m. Outside surroundings (water features and landscaping).
2. Special things to consider based on talking with library staff at Cinco Ranch and/or Tullis
 - a. Need to install lots of electrical capacity when building (Cinco Ranch used floor drops, and used study furniture with built-in outlets).
 - b. Storage is critical and sometimes lost in architects' design (Tullis)
 - c. Flexibility of design and portability of furniture is critical
 - d. Curved walls can be problematic for interior furniture/shelving placement (Tullis)
 - e. Safety and functionality should be more important than aesthetics (Tullis)
 - f. Line-of-sight is critical in design
 - g. Compressed shelving stacks are not practical for storage of most of the library collection (Cinco Ranch had a small range of compressed shelving used in the stacks area for supplies and old newspapers).
 - h. Neither library had a café for patrons
 - i. Both libraries had a separate section for the Friends' Group to store donated materials. At Tullis it could be open when the library was closed.
 - j. An inside book drop, which is outside the library space proper, can be useful to cut down on extra traffic for returns.
 - k. If the building has multiple floors, there should be a janitorial closet with running water on each level.
 - l. Small group study rooms were very useful and desirable (Cinco Ranch).
 - m. Computer labs could be very useful
 - n. Several committee members remarked that they were very impressed with the "ambience" of the Cinco Branch Library
 - o. Meeting rooms should have full audiovisual capability and separate entrances from the main library

A general discussion followed comparing library designs. Beth pointed out the differences in purpose and coverage for each of the library systems and that of Moore Memorial Public Library.

Board and Committee members considered a draft survey made up of members' and staff questions about the Library building. Some wording changes were made, and the survey will be distributed online through the Library webpage, in print in the library, in the Library's July 1st newsletter and through a mail-out from the water bill list. It will also be advertised in the newspapers if possible and on Channel 16 to get the broadest exposure. Surveys will be distributed through the month of July.

Sara Moreno has made some contacts about possible grants for green building. She is awaiting some information on that matter.

The Library Board decided to hold at least two focus groups on the Library building/expansion project during the second part of July. Beth will check the schedule for the meeting room and contact members with available dates and times. A third, targeted focus group may be planned for August.

Nelle Leach will write a thank-you letter to the Mayor for the excellent service provided by Rec & Tour employee Tony Matthews who drove the bus on the field trips.

The date for the next Board meeting was moved to Monday August 18th at 4 p.m. to avoid a conflict with the first day of school for TCISD.

The meeting was adjourned about 5:50 p.m.

The next meeting will be Monday, August 18th at 4 p.m.