



**CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, NOVEMBER 17, 2020 - 6:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD REGULAR MEETING TO BE HELD AT 416 S. Friendswood Dr., Friendswood, TX and via Zoom, , REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

1. Online Meeting Information

A. From a computer or mobile device that has a microphone and speaker, connect to the Library Board meeting via Zoom by either:

1. This link:

<https://us02web.zoom.us/j/82019950205?pwd=UzJ3dFd0TUdjUW5iNHBE0GtaRklvQT09>

2. or go to www.zoom.com and click on "Join A Meeting" then enter the following meeting ID and passcode

Meeting ID: **820 1995 0205**

Passcode: **674077**

3. or on a mobile phone, connect by tapping on this

+13462487799,,82019950205#,,,,,0#,,674077#

4. or call in using the phone number **+13462487799** (Houston) and then entering the following meeting ID and passcode:

Meeting ID: **820 1995 0205**

Passcode: **674077**

2. Call to Order

3. Communications from the Public

4. Approval of September 15, 2020 Minutes

5. Director's Report

6. Update and Discuss Patron Code of Conduct

7. Open Discussion

8. Adjournment



Matthew Riley
Library Director

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made **two (2)** business days or more prior to this meeting. Please contact the City Secretary's Office at (281) 996-3270 for further information.

**I, MELINDA WELSH, CITY SECRETARY OF THE CITY OF FRIENDSWOOD DO
HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE
FRIENDSWOOD LIBRARY BOARD WAS POSTED IN A PLACE CONVENIENT TO
THE GENERAL PUBLIC IN COMPLIANCE WITH CHAPTER 551, TEXAS
GOVERNMENT CODE, ON**

DATE

AT TIME

MELINDA WELSH, TRMC
CITY SECRETARY



**CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, SEPTEMBER 15, 2020 - 6:00 PM**

Minutes

**MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 416 S. Friendswood Dr.,
Friendswood, TX via Zoom,**

DRAFT

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
SEPTEMBER 15, 2020

1. Call to Order

Diane called to order at 6pm.

2. Communications from the Public

3. Approval of July 21, 2020 Minutes

Diane motioned to approve the July 21, 2020 minutes, Neeta approved and Betty seconded. The minutes were approved.

4. Director's Report

Matthew mentioned that as of today patrons have the ability to pay off their fines online with a credit card. Someone has already done so through our website.

Matthew also mentioned that we now have the front portion of the library open, including the lobby, community room, and hallway. We created a computer lab in our community room where patrons can use our printer/scanner and reference department, prioritizing job seekers and students needing the internet.

We are still following all of the safety measures we have been following since the beginning. Matthew heard that the city's facilities will be opening back up on October 5th. We are not sure what that means for us and what services we can provide in terms of phases. Matthew mentioned that a library in Galveston is now doing socially distanced story times and computer classes in their building.

Matthew reported on all of the upcoming online events and programs coming up. We also started outdoor neighborhood storytimes twice a week in various neighborhoods in Friendswood. We have also started the book delivery service as well. We are serving 5 households currently.

Matthew mentioned that we now have 11 internet hotspots. Patrons, hopefully students in need, can check them out and have a better connection to the internet.

Diane mentioned that the Friends have 133 members, and so far the Friends have raised \$4,357.00. The Gordon Davenport Memorial Fund is supporting the Friends in purchasing the fountain that will be going in the front of the building, to be installed in a couple of weeks. The Friends now have an online store, selling t-shirts, masks, and the 2019 and 2020 ekphrastic poetry anthologies. Matthew added that they have already sold the first shipment of the books. Diane also mentioned that the Friends are hosting an online challenge #2 on their Facebook page. To provide and drive book donations to Little Free Libraries, the Friends membership drive will begin in October. They haven't had a discussion about whether or not there will be a December book sale.

Matthew mentioned that the library received a \$200 donation from the Keep Friendswood Beautiful organization for the beautification project as well. The funds were used to purchase a large planter, a Dracaena plant, and a 100 ft. water hose.

Matthew mentioned that staff has been taking numerous hours of training since the pandemic has begun, on broad and specific topics. Matthew also mentioned that the library is hosting an intern currently. Chloe Flowers has been assisting us in various ways around the library such as shelving books, going to the neighborhood storytimes, and assisting with the newspaper digitization.

The City finished installing the protective glass shields around all of the service desks. Matthew wanted to remind the board that the library is an emergency location facility for the city, if we aren't designated as an actual shelter, we will be a cooling station for folks after an emergency event. During Hurricane Laura the City brought over 50 cots, water, food, and PPE to the library. Neeta asked if we would be a voting center for the November election. Matthew said that we have not been asked to as of yet. Matthew also mentioned that the City will be installing three security doors at all of the entrances to the staff workroom. These as well as the glass shields are funded by the Care Fund

5. Discuss Long Range Strategic Plan

Matthew wanted to remind the Board about the Long Range Plan that will expire in 2022. Matthew expressed that now would be a good time to start thinking about long range planning. He will be sharing more in terms of statistics and things over the next year. Matthew mentioned that he is interested in a potential expansion and has communicated with staff on some special needs. Some of the initial thoughts from staff include a Maker Lab as well as a dedicated space for the Friends, like a Friends store which is popular in libraries already. The Children's department has ideas of creating a tree fort loft for their department as well.

Matthew asked for feedback on these things being considered. Diane mentioned that a survey could be useful in obtaining feedback for what types of expansions would be beneficial for the community. Betty inquired about funds. Steve warned that expansion would not be cheap and that it will be a while before Council will be willing to talk about another bond. Steve also suggested spending the next couple of years figuring out the needs of the community.

6. Open Discussion

Matthew asked for any feedback on everything discussed.

7. Adjournment

Betty moved to adjourn and Benette seconded. The meeting was adjourned at 6:59pm. The next meeting will be Tuesday, November 17, 2020.

**DIRECTOR'S REPORT TO
FRIENDSWOOD PUBLIC LIBRARY BOARD
November 17, 2020**

PROGRAMS AND SERVICES

The library opened with full facility access and regular library hours beginning Monday, September 28. There are still some limitations in place as precautionary measures against COVID-19. Use of group meeting spaces are limited to half capacity and the library continues to prohibit large meetings or programs at this time. Due to the pandemic and the related restrictions, library attendance is down close to 50% when comparing October 2019 to the recent reopening of October 2020. It is encouraging to note that while attendance is down, circulation of library materials is only down 11% when comparing the same October to October timeframe. The combination of increased in-house usage and the ongoing popularity of the library drive-through option has helped to keep circulation numbers a little more stable. The library continues to encourage the use of masks and hand sanitizing while in the building.

Recent program and service news:

In an effort to provide service under the limiting constraints of COVID-19, the Friendswood Library continues to organize new services and technologies for the community.

- Friendswood Library continues to host and provide online programs such as storytimes, crafts, and job search training.
- Neighborhood Storytimes began September 4th in the Sun Meadow Neighborhood and continued twice a week at various Friendswood neighborhoods through the month of October. The Children's Department has begun delivering storytime programs in the library's playground area in addition to neighborhood storytimes.
- The library's first Drive In Movie Event was held October 23rd. This event was sponsored by Friends of the Library. Around 40 residents braved the windy conditions to enjoy a Halloween themed movie. Our second Drive In Movie will be held November 20th. Also sponsored by the Friends.
- We continue to provide our Book Delivery Service to homebound residents.
- We are in the process of making available 11 internet hotspots that can be borrowed by students for homework or other high priority residents.
- The new Friendswood Historical Archive can now be found through the library's website. The current collection contains the Baker Bulletins, Friendswood's first newspaper. We are in discussions with the Historical Society to begin digitizing additional historical documentation and images.
- A new Virtual Adult Trivia Night began on Monday, November 9th.
- Library patrons can now pay fines online.
- The library has raised an estimated 4,000 food items for Mary Queen Food Pantry during the months of the pandemic.

FRIENDS OF THE LIBRARY

- Friends have 54 members and have raised \$1,336.49 so far this fiscal year.
- Friends will work on a mail out drive after the December meeting.
- The Calm in the Courtyard fountain has been installed.
- Friends have sold 50 copies of the 2020 Poetry Anthology raising 600 dollars and providing a profit to the Friends.
- Friends will sponsor the library's second Drive In movie on November 20.

STAFF NEWS AND TRAINING

Children's Library Associate, Rose Higgins, recently retired from Friendswood Library. The library is beginning the process of looking for a replacement. Rose was a wonderful addition to the library team and we congratulate her and wish her well!

Library intern, Chloe Flowers, has completed her internship with Friendswood Library and we wish her well in her future endeavors!

Library staff completed 62 online training sessions during fiscal year 2019/20 in topics ranging from online security, mental health, and management and leadership.

Library Director Matt Riley will attend the Strategic Government Resources annual conference in January. This year's conference will be virtual. The keynote speaker will be General Jim Mattis.

Assistant Director Karen Hart was nominated as Councilor of TLA's Supervisor, Manager, and Administration Round Table (SMART).

Children's staff member Brenda Feaster served on the Early Literacy Committee for the nationwide Collaborative Summer Reading Program (CSRP). CSRP efforts produced this year's national summer reading program Tails & Tales. An animal themed reading program.

EQUIPMENT & BUILDING MAINTENANCE

The City finished installing three security doors all leading into the Staff workroom.

The new fountain has been installed in the Courtyard facing 518. The fountain was purchased through the Friends of the Library from a memorial fund set up in honor of Gordon Davenport, Jr.

The library has ordered 3 credit card readers for in-house fine payment. Hurray!

OTHER

Harold Benson received the library's 2020 Outstanding Programming Award for his contributions to the 50th Celebration of Apollo 11 hosted by Friendswood Library.

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Oct-20

		Oct-20		Oct-19
CIRCULATION		23774	-11%	26602
E-BOOKS		3604	30%	2764
VIDEOS		2570	-40%	4255
CDS		121	-30%	173
COMPUTER USE	Internet	553	-71%	1934
	Wi-Fi	3700	-34%	5635
AUDIO BOOKS		2809	-8%	3061
MAGAZINES		453	26%	360
REF/INFO QUES		5568	-17%	6736
RESERVES		4791	86%	2578
INTERLIBRARY LOAN		165	1%	163
FINES		\$ 617.81	-67%	\$ 1,893.56
APPLICATIONS		174	3%	169
ADULT		154		128
YA		12		15
CHILD		8		26
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	12	275	24	1363
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	0	0	10	1261
ARTS AND CRAFTS	6	90	0	0
MOVIES	0	0	0	0
SPECIALS	1	37	10	272
YA PROGRAMS	19	198	8	115
ADULT PROGRAMMING	24	90	68	630
TOTAL	62	690	120	3641
BOOKS ADDED	807	42%		567
ATTENDANCE	8003	-49%		15734
WEBPAC	5175	1%		5126
MOBILE APP	4020	31%		3078
WEBSITE HITS	13676	6%		12901
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1038	4062	1997	7293

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Sep-20		Sep-20		Sep-19
CIRCULATION		20450	-26%	27790
E-BOOKS		3750	35%	2768
VIDEOS		2084	-50%	4160
CDS		159	-37%	254
COMPUTER USE	Internet	225	-86%	1593
	Wi-Fi	3449	-38%	5606
AUDIO BOOKS		2500	-13%	2888
MAGAZINES		393	0%	393
REF/INFO QUES		7388	12%	6578
RESERVES		6649	119%	3042
INTERLIBRARY LOAN		136	-18%	166
FINES		\$ 377.73	-80%	\$ 1,874.82
APPLICATIONS		233	29%	181
ADULT		217		134
YA		11		13
CHILD		5		34
CHILDREN'S PROGRAMS		# PRO	ATTEND	# PRO ATTEND
STORYTIMES		10	232	24 1371
CLASS VISITS/TOURS		0	0	0 0
OUTREACH		0	0	10 919
ARTS AND CRAFTS		0	0	0 0
MOVIES		0	0	0 0
SPECIALS		0	0	11 112
YA PROGRAMS		19	175	8 149
ADULT PROGRAMMING		21	69	49 468
TOTAL		50	476	102 3019
BOOKS ADDED		221	-64%	621
ATTENDANCE		6056	-60%	15256
WEBPAC		5610	1%	5582
MOBILE APP		4136	590%	599
WEBSITE HITS		14014	7%	13124
SELF CHECK OUT		# USERS	CK. OUTS	# USERS CK. OUTS
		226	758	1981 7363