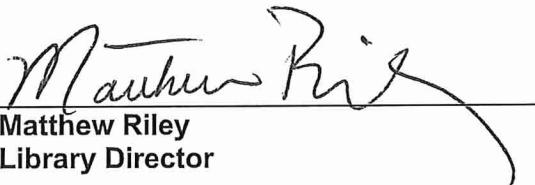


NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD LIBRARY BOARD MEETING TO BE HELD AT 6:00 PM ON SEPTEMBER 23, 2019, AT THE FRIENDSWOOD PUBLIC LIBRARY, AT 416 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS, REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

REGULAR MEETING

1. Call to order
2. Communications from the Public
3. Discussion/ Approval August 20, 2019 Minutes
4. Director's Report
5. Friends of the Library Gala and Event Committee Updates and Discussion
6. Next Regular Meeting Scheduled for November 19, 2019 at 6:00pm
7. 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

9/19/19
DATE

2:30 PM
AT TIME



MELINDA WELSH, TRMC
CITY SECRETARY

DRAFT
Friendswood Public Library
Board of Trustees
Minutes

Regular Meeting

August 20, 2019

A regular meeting of the Friendswood Public Library Board of Trustees was held on August 20, 2019 at the Friendswood Public Library, 416 S. Friendswood Drive, Friendswood, Texas. The meeting was called to order by Chairman Diane Freeman at 6:00 p.m.

ATTEND

JoBeth Brizendine, Bryan Corey, Diane Freeman, Betty Stacy, Madeline Short, Randy Waibel, Mona Palmer, Jim Foreman, City Council Liaison Steve Rockey, Administrative Assistant Lisa Wilkins, Assistant Library Director Karen Hart, and Library Director Matthew Riley.

ABSENT

Mike Czarowitz, Ted Thomas, Neeta Jambhekar, Benette Rowley, FISD Liaison Robert McCabe.

COMMUNICATIONS FROM THE PUBLIC

There was not any communication from the public.

MINUTES

The minutes of May 17, 2019 were presented for review. Betty moved and Bryan seconded that the May minutes stand as presented. There was no objection and the motion passed.

DIRECTOR'S REPORT

Matt briefly went through the Director's report. He asked the Board to keep Mike Czarowitz in their thoughts as he is undergoing another surgery. Matt updated the Board on the final statistics from the Children's and Adult's Summer Reading Club. Matt reported that the Apollo 11 programming was a success with every program selling out of tickets. He mentioned that these events were made possible because of the mobile shelving purchased with the Board's approval. Matt also updated the Board on upcoming programs. Madeline updated the Board on the Friends of the Library memberships, Book Nooks, and upcoming Gala fundraiser. Tammy Zurawksi was made Secretary of the Friends and they are currently in need of a Vice President. Matt updated the Board on recent staff updates and changes, including a decision package proposal for a new full-time Digital Media technician position. Matt mentioned that there are areas in the stacks where the lighting could be improved with the Board reserves to help with the cost. Matt also shared the Texas Highways magazine for September in which the library was mentioned.

UPDATE ON FRIENDS OF THE LIBRARY FUNDRAISING GALA

Madeline reported that only 33 tickets have sold so far and 189 is needed to recoup the funds for the Gala. She mentioned the various ways that the event has been publicized, including social media, posters in shops around town, and there will be a piece in the Houston Chronicle as well.

DISCUSSION: NEW CIVICCLERK SOFTWARE FOR BOARD AGENDAS AND MEETINGS

Matt and Lisa shared what they know so far about the new CivicClerk Software. Lisa mentioned that the Board will be able to “sign-in” to meetings if they bring a tablet or laptop with them to meetings. Matt also mentioned that with this software, we will be going almost paperless. The Board will be able to find all previous agendas and minutes on CivicClerk.

OPEN DISCUSSION:

There was discussion on the need for the ability of the library to take credit card payments. Matt and staff are working on this but there are some issues to work out still.

ADJOURNMENT

Betty moved and Madeline seconded that the meeting be adjourned at 6:38 p.m.

Presented by Matthew Riley

Date Approved

**DIRECTOR'S REPORT TO
FRIENDSWOOD PUBLIC LIBRARY BOARD
September 17, 2019**

PROGRAMS AND SERVICES

Our annual **Ekphrastic Poetry Contest** and Reading was held on Saturday, September 14th. Twenty-Four poets read thirty-eight poems to a full room. The Friends of the Library paid for the event awards including four Top Honors trophies, ten Jury Prize medals, and ten Honorable Mention medals. The Friends also sponsored the publication of an anthology from the first two years of the event. Twenty copies of the book have sold so far. The library will continue to sell copies at future poetry events and other special occasions. Included poets received a contributor's copy of the book.



Ongoing programs for Adults:

Job Search Skills Classes on September 18: Closing The Deal & October 9: A Targeted Plan.

Genealogy classes on September 18, 27, October 9, 15, and a Genealogy Lock-In on October 18 from 10am to 9pm.

Drum Circle on September 21 from 4:30 – 5:30pm

Adult Spanish Conversation Class - Mondays from 6:30 to 7:30pm.

Senior Tai Chi - Tuesdays and Thursdays from 1pm to 2:15pm.

Chess Club – Wednesdays from 6:30pm to 8:30pm.

Morning Meditation – Thursdays from 10am to 11am.

Adult Craft Circle – Thursdays from 7pm to 8:30pm.

Adult ESL Conversation Classes - Fridays from 1pm to 2:30pm

Classic Movie Nights – Every other Thursday at 6:20pm

Ongoing programs for Children and Teens:

Rattle and Rhyme (birth to 18 mo) Mondays

Toddler Time (infant to 3 yr) Tuesdays & Fridays

Preschool Storytime (3 -6yrs) Tuesdays & Fridays

Pancakes and Pajamas

Spanish Storytime

Wacky Wednesday – arts and crafts

Computer Classes – Tuesdays from 2pm to 3pm

Classic Book Discussion Group

Family Steam Night – craft challenges

Teen Advisory Group

Family Book Club Discussion group

Sherlock Book and Art Club

FJH Bus program

Special Topic programs:

Wednesday, September 25 at 7pm: Backyard Birding: Migration and Care of Purple Martins by Jeffrey Glattly

Saturday, September 28 from 10:30 a.m. - 12:30pm – Gardening: Rainwater Harvesting

Wednesday, October 16 at 7pm: "An Introduction to Drones".

Wednesday, October 30th at 7pm- Robert Frank as Edgar Allan Poe

FRIENDS OF THE LIBRARY

- The Friends have 158 memberships, with \$4,832.00 raised from these memberships.
- During the month of August the Book Nook raised \$297.00
- The Read Softly, SpeakEasy Fundraising Gala is October 4th. Tickets are on sale now through the library's website.
- Jim Foreman was elected new Friends Vice-President

STAFF NEWS AND TRAINING

Library staff will attend a Galveston County Library System Workshop entitled *Five Stars! Will Be Back! The Importance of Guest Satisfaction- And How to Increase It* presented by Colleen Dilenschneider.

EQUIPMENT & BUILDING MAINTENANCE

10 x 10 ft. chess set in Café Area

New shelving and Storage in Teen Area and Children's Craft room.

Other: Galveston County Library System news and discussion.

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Aug-19

	Aug-19		Aug-18	
CIRCULATION	31308	1%	31085	
E-BOOKS	3311	12%	2960	
VIDEOS	4843	-10%	5368	
CDS	324	40%	231	
COMPUTER USE	7858	-24%	10400	
AUDIO BOOKS	3134	3%	3032	
MAGAZINES	435	79%	243	
REF/INFO QUES	6578	-23%	8545	
RESERVES	2772	-9%	3038	
INTERLIBRARY LOAN	149	2%	146	
FINES	\$ 2,096.49	-21%	\$ 2,642.53	
APPLICATIONS	226	-10%	252	
ADULT	170		197	
YA	26		25	
CHILD	30		30	
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	6	393	13	719
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	8	475	4	440
ARTS AND CRAFTS	0	0	0	0
MOVIES	0	0	0	0
SPECIALS	11	352	1	26
YA PROGRAMS	7	76	7	128
ADULT PROGRAMMING	42	509	18	306
TOTAL	74	1805	43	1619
BOOKS ADDED	594	-4%	621	
ATTENDANCE	15998	3%	15527	
WEBPAC	5879	-7%	6341	
MOBILE APP	583	46%	398	
WEBSITE HITS	14337	35%	10640	
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	2298	9126	2189	8514