

STATE OF TEXAS

LIBRARY ADVISORY BOARD MEETING
MINUTES

COUNTY OF NUECES

Bill Ellis Memorial Library – 6:00 P.M.

CITY OF PORT ARANSAS

THURSDAY, May 30, 2013

- 1. **CALL TO ORDER:** The Library Advisory Board meeting was called to order at 6:00 PM, Thursday, May 30, 2013, at the Bill Ellis Memorial Library, 700' W. Avenue A, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Rick Kalke
Carolee Crider
Gary Ramsey
Carolyn Grosse

BOARD MEMBER(S) ABSENT

Patsy Grimes
Helen Garrett, Alternate

STAFF MEMBERS PRESENT

Kathy Caldwell, Library Director
Toby De La Rosa, Senior Library Aide

STAFF MEMBER(S) ABSENT

- 2. **APPROVAL OF MINUTES:** February 28, 2013

MOTION: A motion to approve the minutes, with the no changes, from February 28, 2013 was made by Carolee Crider and seconded by Gary Ramsey.

Name	Yes	No	Abstain	Absent
Rick Kalke	x			
Carolee Crider	x			
Patsy Grimes				x
Gary Ramsey	x			
Carolyn Grosse	x			
Helen Garrett (Alternate)				x

3. **LIBRARIAN'S REPORT**

A. **Monthly Circulation and Library Utilization Reports**

- a. **February 2013:** Total circulation for February 2013 was 5,104. This includes 23 interlibrary loan items. Attendance was 4,695. There were 34 new registrations and 45 new or renewed non-resident cards. 570 people signed up to use the Internet computers or wireless. Fees and fines collected totaled \$848.23.
- b. **March 2013:** Total circulation for March 2013 was 4,495. This includes 18 interlibrary loan items. Attendance was 3,703. There were 30 new registrations and 25 new or renewed non-resident cards. 436 people signed up to use the Internet computers or wireless. Fees and Fines collected totaled \$680.33.



c. April 2013: Total circulation for April 2013 was 3,313. This includes 28 interlibrary loan items. Attendance was 3,018. There were 23 new registrations and 7 new or renewed non-resident cards. 293 people signed up to use the Internet computers or wireless. Fees and fines collected totaled \$459.14.

B. Monthly Trust Fund Financial Reports

a. February 2013: At the end of February, the Trust Fund checking account balance was \$11,630.77. Total income was \$8,166.00 in book sale proceeds and \$0.41 in interest. There were no expenses for the month.

b. March 2013: At the end of March, the Trust Fund checking account balance was \$11,107.12. Total income was \$50.00 in patron donations and \$0.35 in interest. Total expense was \$574.00 for Michies Storage Unit #527 for 1 year rental. This is a \$40.00 increase from last year.

c. April 2014: At the end of April, the Trust Fund checking account balance was \$11,107.21. Total income was \$0.09 in interest. There were no expenses.

C. Trust Fund Quarterly Report

January 1, 2013-March 31, 2013. The Library Trust Fund balance as of March 31, 2013 is \$134,077.94. Total receipts were \$8,409.25. Total expenditures were \$765.61.

D. Overdrive Update

On February 28, 2013 the library began offering e-book and audiobook downloading through OverDrive. Kathy Caldwell can now access circulation reports from their website and so far 82 library patrons have signed up for OverDrive accounts and there have been 248 downloads of electronic materials.

E. Summer Reading Program Plans

Preparations for the Summer Reading Program are now underway. This year's theme is Dig Into Reading. The program will be on Wednesdays from 3:00-4:00 pm, June 12 through July 31st. Posters and individual flyers have been distributed to the elementary school. Books and supplies are on order and publicity has been mailed out. Kathy Caldwell has asked the Port Aransas Boatmen for their support. They have been very generous in the past years. Last year they contributed \$600.00 which covered a large majority of the supplies and the fee for the presenter, H.G. Olsen kindergarten teacher, Carly Carlough. Each week the children will hear interesting stories and create crafts related to the theme of the week. On July 12th Parks and Recreation Grounds Supervisor Mike McClure is going to bring some of his "critters" to the program for show and tell. He has a menagerie of reptiles which includes a giant African tortoise, a 6' green iguana, a giant African scorpion, and a 4' python. At the end of the eight weeks the library staff will have an ice cream party, and present the children with certificates and prizes.

4. UPDATE REGARDING THE TRANSFER OF THE CERTIFICATE OF DEPOSIT TO AMERICAN BANK

On April 10, 2013, Board Chairman, Rick Kalke moved the two Trust Fund CDS that had come to term at Value Bank to one Certificate of Deposit at American Bank. The initial deposit for the 2-year CD was \$125,028.84.



5. **REVIEW AND UPDATE THE LIBRARY MEETING ROOM POLICY:**

The Board reviewed the Meeting Room Policy. Members agreed to remove the sentence stating that the scheduled group is responsible for setting up chairs, tables, furniture, and library equipment prior to the meeting. This change was made due to the fact that the City maintenance department is responsible for the meeting room setup with the exception of any personal equipment brought in by the scheduled group.

A motion was made by Carolee Crider to make the discussed changes to the Meeting Room Policy. The motion was seconded by Carolyn Grosse.

Name	Yes	No	Abstain	Absent
Rick Kalke	x			
Carolee Crider	x			
Patsy Grimes				x
Gary Ramsey	x			
Carolyn Grosse	x			
Helen Garrett (Alternate)				x

6. **LIBRARY BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

- ◆ Next meeting is scheduled for August 2013.

7. **ADJOURNMENT:** A motion was made to adjourn the meeting by Rick Kalke and seconded by Carolyn Grosse at 6:30 PM.

CITY OF PORT ARANSAS, TEXAS


Rick Kalke, Chairman


Library Advisory Board Secretary

