

# City of Jonestown

LIBRARY ADVISORY BOARD REGULAR MEETING  
JANUARY 5, 2023, 7:00 P.M.  
JONESTOWN LIBRARY, 18649 FM 1431, SUITE 10-A, JONESTOWN, TEXAS

## MEETING MINUTES

Chair: Colleen O'Brien (Place 1) Vice Chair: Carol Heath (Place 4) Secretary: Maura Dolormente (Place 2)	Rachelle Viens-Roberts (Place 3) Sarah Novlan (Place 5) - pending	VACANT (alternate 1) VACANT (alternate 2)
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### A. ITEMS OPENING MEETING:

#### 1. Call to Order Chair Colleen O'Brien

Chair O'Brien called the meeting to order at 7:01 p.m.

#### 2. Roll Call

Present: Chair Colleen O'Brien, Vice-Chair Carol Heath, Secretary Maura Dolormente  
Members: Rachelle Viens-Roberts and Sarah Novlan (pending)  
Staff Present: Library Director Galen Hodges

#### 3. Approval of the Minutes

Carol Heath moved to accept October 6, 2022 Regular Meeting Minutes with changes noted as follows, Maura Dolormente seconded and all were in favor to approve.

- a. Correct date in header from October 5 to October 6
- b. Add "s" to Friends of the Library in the last paragraph under "report from Library Staff" section.

### B. GENERAL BUSINESS AND ACTION ITEMS

#### 1. Report from Library Staff, Galen Hodges

- a. Staff Needs
  - Half-time position filled, no budget to add full-time position in 2023
  - Full-time position need remains to cover lunch and earned vacation; not realistic to continue indefinitely operating short-staffed
  - Board proposed volunteer training program as interim solution
- b. Recent Library Activities
  - Library Director Hodges presented an email touch-point concept utilizing Mail Chimp "Essentials" package to reconnect with inactive members (578) and engage active members (277) who have email addresses on file.
  - Group suggested a regular scheduled monthly drop date along with some ad hoc tidbits as news comes up, all presented in compelling, reader-friendly format.
  - Dolormente volunteered to meet with Director and City's webmaster to explore expanding the library's webpages as next step in this initiative
- c. Upcoming Library Programs – due to limited staffing no programs are confirmed

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## **MEETING MINUTES**

- Easter program is under Library's leadership and budget
  - Library Director Hodges has many ideas for programs to engage the community which would require minimal library oversight to support volunteers. Programs include Cookies with Mrs. Claus, Cookie Swap, Book Club, Lego Lab, Teddy Bear Picnic, Souper Bowl, Dessert Derby, Evening time PJ party and more.
  - Hodges envisions possibly a picnic late May to kickoff summer reading program
- 2. Update from Friends of the Library Liaison, Carol Heath**
- a. Lighted library sign installed
  - b. Revision of by-laws in the progress
  - c. Community sale scheduled for March
  - d. Updates forthcoming on Street Festival and Cajun Fest
  - e. To support staffing deficit, Heath will propose establishing a volunteer subcommittee and will invite Library Board members
- 3. Notify New Board Members that they need to be sworn in by the City Secretary, Sandra Barton, [sbarton@jonestowntx.gov](mailto:sbarton@jonestowntx.gov).**
- Chair O'Brien received confirmation that Rachele-Vien Roberts will meet with City Secretary Barton, as well as, Sarah Novlan, who was voted to replace Wendi Strei in Place 5.
- 4. Discussion and possible action regarding library staff needs**
- Heath made a motion to pursue reallocation of \$9,000 Library Board funds and \$10,000 John Rudd dedicated endowment, which were mistakenly absorbed into the general fund, and legally should be for library use only. Dolormente seconded, all were in accord. Chair O'Brien offered to work with Hodges on this as an effort to secure budget for an additional half-time staff.
- 5. Discussion and possible action regarding the current collection and removal policies for library's resources**
- Group discussed revising Section G on page 5 of Jonestown Community Library Policy Manual to include the following:
- a. Patron objecting to presence of certain materials must be a resident of Jonestown, must be properly identified on the form, and must hold a valid borrower's card.
  - b. First step is discussion with Library Director.
  - c. Should the patron formally request removal of material, the Challenge of Library Materials Form needs to be filled out completely and submitted to Library Board.
  - d. Board votes and makes recommendations to Library Director.
- Chair O'Brien and Vice-Chair Heath volunteered to work on revised verbiage for the manual and form to be presented at next meeting.
- 6. Discussion and possible action regarding updating the Jonestown Community Policy Manual – Rev 2020**
- Tabled until next meeting.

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MEETING MINUTES

7. New Business

None

C. ADJOURNMENT

A motion was made by Chair O'Brien and seconded by Secretary Dolormente to adjourn the meeting. The motion passed unanimously. Meeting was adjourned at 8:05 p.m.

Next meeting scheduled for April 6, 2023 at 7 p.m. in the Library Conference Room. Regularly scheduled meetings will resume in 2023 on the first Thursday of the month in the same location.

PASSED AND APPROVED AT A REGULAR MEETING HELD ON April 6, 2023.

  
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Colleen O'Brien, Chair

ATTEST:

  
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Sandra Barton, City Secretary