

# **GONZALES PUBLIC LIBRARY**

## **BOARD MEETING**

**Wednesday, August 7, 2019**

**Library at 5:00 P.M.**

## **MINUTES**

### **Call to Order and Certification of a Quorum**

Vicki Frenzel called the meeting to order at 5:00 p.m. A quorum was present.

**Members Present:** Vicki Frenzel, Noell Ince, Martha Jo Whitt, Erwin Ckudre, John Tinsley.

**Members Absent:** Swann Reid, Dot Eberle, Ida McGarity.

**Staff Present:** Caroline Helms, Library Director.

**Public Comments:** None

### **Approval of Minutes**

1. Approval of June 5, 2019 minutes was motioned by Erwin Ckudre, seconded by Noell Ince, and passed unanimously.

### **Items for consideration and possible action**

#### **2. Discuss, consider, and possible action regarding the president's report:**

\* The Bushong Collection trust: Vicki Frenzel reported that City Council accepted the transfer of ownership of the Bushong Collection and Henson Collection to the Library. She also stated that Mr. Bushong has added an 1848 Lithograph of Sam Houston by F. Davignon to the collection, which has been delivered to the Library.

#### **3. Discuss, consider, and possible action regarding the report of librarian:**

\* Roof repair timeline: Caroline Helms reported that Bravo Roofing had a commencement date of July 22, 2019 for the Library roof replacement & repairs. According to their contract, they have 60 days to

complete the project, but they have already finished with the main roof and have a few repairs to make on the two lower roof areas.

\* Summer Reading Program: Caroline Helms reported that 147 children completed the Summer Reading Program this year, she distributed monthly reports for June and July and both are attached.

\* Spectrum lease termination, Library Board recommendation on use of that space after October 31, 2019: Caroline Helms stated that Spectrum had terminated their lease for their office space occupying the south side of the Library building. That space will be available after October 31, 2019, she asked the Board if they would recommend continuing to lease that out or using it for Library expansion. After discussion, Erwin Ckudre motioned that the Library continue to lease that space out for a period of at least one year. Noell Ince seconded the motion, it passed unanimously.

**4. Discuss, consider, and possible action regarding the financial report.**

Noell Ince distributed the Library Restricted fund report, it is attached.

**5. Discuss, consider, and possible action regarding the Piano Made Easy report**

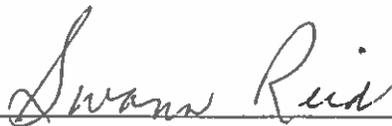
Caroline Helms reported that Dot Eberle had completed Piano Made Easy classes for the year.

6. Next regular meeting will be September 4, 2019 at 5:00 p.m.

7. The meeting was adjourned by Vicki Frenzel.



Vicki Frenzel, President



Swann Reid, Secretary

# **CITY OF GONZALES LIBRARY BOARD MEETING**

**Robert Lee Brothers, Jr. Memorial Library 301 Saint Joseph St.**

**\*Entry at Saint Joseph St. front entrance**

**AGENDA- Wednesday, August 7, 2019 5:00 P.M.**

## **CALL TO ORDER AND CERTIFICATION OF QUORUM**

## **PUBLIC COMMENTS**

The public comments section of the meeting is for citizens to address the Board (as a whole).

## **APPROVAL OF MINUTES**

1. Discuss, consider and possible action approving minutes of the June 5, 2019 meeting minutes.

## **ITEMS FOR CONSIDERATION AND POSSIBLE ACTION**

2. Discuss, consider and possible action regarding the president's report including:

- \* The Bushong Collection trust.

3. Discuss, consider and possible action regarding the librarian's report including:

- \* Roof repair timeline.

- \* Summer Reading Program.

- \* Spectrum lease termination, Library Board recommendation on use of that space after October 31, 2019.

4. Discuss, consider and possible action regarding the financial report.

5. Discuss, consider and possible action regarding the Piano Made Easy report.

## **STAFF/ BOARD REPORTS**

6. Next regular meeting will be September 4, 2019 at 5:00 p.m.

## **ADJOURN**

I certify that a copy of this agenda of the Gonzales Library Board was posted on the City Municipal Building bulletin board and City of Gonzales website at [www.gonzales.texas.gov](http://www.gonzales.texas.gov) the 31st day of July 2019 at 5:00 p.m.; and remained posted continuously for at least 72 hours before the scheduled time of the meeting and was removed \_\_\_\_\_.

I further certify that the following News Media was properly notified of the above stated meeting: The Gonzales Inquirer. This meeting may be attended by a quorum of the Library Board members.

# ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

## MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

June

2019

**ADDITIONS:**

- 1. Books and videos purchased..... 290
- 2. Items donated..... 37
- 3. Library cards issued..... 102
- 4. Number of internet users..... 820
- 5. Memorial donations..... 2

**CIRCULATIONS:**

- 1. Number of books circulated..... 3146
- 2. Number of videos circulated..... 1841
- 3. Number of eBooks circulated..... 202
- 4. Total..... 5189

COMMENTS: Main library gate count: 6856  
Tinsley TX center gate count: 2018

<u>BOOKS PURCHASED:</u>
City - 206
FOL - 25
<u>231</u>

<u>VIDEOS PURCHASED:</u>
City - 59

<u>DONATIONS:</u>
Books - 4
DVDs - 33
<u>37</u>

# ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

## MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

July, 2019

**ADDITIONS:**

- 1. Books and videos purchased..... 182
- 2. Items donated..... 52
- 3. Library cards issued..... 79
- 4. Number of internet users..... 843
- 5. Memorial donations..... 0

**CIRCULATIONS:**

- 1. Number of books circulated..... 2565
- 2. Number of videos circulated..... 1920
- 3. Number of eBooks circulated..... 273
- 4. Total..... 4,758

COMMENTS: main library gate count: 6,828  
Tinsley TX Center gate count: 2,443

<u>BOOKS PURCHASED:</u>	
city -	104
FOL -	12
	<u>116</u>

<u>VIDEOS PURCHASED:</u>	
city -	66

<u>DONATIONS:</u>	
Books -	43
DVDs -	9
	<u>52</u>

## BALANCE SHEET

AS OF: AUGUST 1ST, 2019

## 500-RESTRICTED USE FUNDS

ACCOUNT#	TITLE
----------	-------

## ASSETS

=====

1-001.000	CASH - CONTROL ACCT	0.00
1-001.501	CASH - TEXAS CAPITAL	0.00
1-001.502	CASH - HOTEL MOTEL TAX	762,684.60
1-001.503	CASH - MUSEUM FUNDS	17,804.02
1-001.504	CASH - FORFEITURES	22,511.97
1-001.505	CASH - MUN CRT CHILD SAFETY	21,434.41
1-001.506	CASH - MUN CRT SECURITY	26,063.17
1-001.507	CASH - MUN CRT TECH	19,184.14
1-001.508	CASH - SPECIAL EXPENSE	7,486.10
1-001.509	CASH - AIRPORT IMPT	0.00
1-001.510	PEG FRANCHISE (RESTRICTED USE)	0.00
1-001.511	ROBERT LEE BROTHERS JR LIBRARY	228,858.26
1-116.700	ACCTS REC - HOTEL TAX	38,013.74
1-120.000	DUE FROM OTHER FUNDS	3,790.00
1-120.001	DUE TO OTHER FUNDS	0.00
1-120.700	DUE FROM GEDC FUNDS	0.00
1-400.999	COURT TECHNOLOGY REVENUE	( 3,790.00)
		<u>1,144,040.41</u>

TOTAL ASSETS

1,144,040.41  
=====