

Minutes

Library Advisory Board Meeting

Pilot Point Community Library Board
City of Pilot Point, Texas
Regular Meeting

Pilot Point Community Library
324 South Washington Street
Pilot Point, Texas

Meeting held on:
Tuesday, June 9, 2020
5:30 p.m.

Library Board members present: Jan Messman, Stephanie Porter, Mary Ellen Richards, and Library Deputy Director Erica Salinas was also present.

Agenda

- A. Roll Call/Call to Order. **Meeting was called to order at 5:35 p.m.**
- B. Introduce new Library Board member and administer oath of office.
Mary Ellen Richards was introduced as a new member of the Library Board. She took the oath of office and was sworn in today as a new Library Board member.
- C. Discuss, consider and possible action on minutes from January 21, 2020 regular board meeting.. **Jan Messman made a motion to accept the minutes from the January 21, 2020 board meeting. Stephanie Porter seconded the motion. The January library board meeting minutes were approved.**
- D. Discuss, consider and possible action on Library policies and procedures.
The following policies and procedures clarifications and additions were discussed:
 1. **Addition—cards for children under the age of 17, their parent must have an existing library card. The card must be in good standing and have a zero balance.**
 2. **Clarification--if an adult does not have a photo-identification card then two documents of providing proof of residence with their current street address will be accepted.**
 3. **Now (instead of two DVD rentals) the library is allowing three DVD rentals.**
 4. **Clarification--regarding faxing: The fax charge is \$1.00 per page (outgoing only), will be paid in cash or check and will be paid at the circulation desk at the time after the fax is sent.**
 5. **Addition--regarding the ILLs (Inner Library Loan): Patrons can request up to 3 items at a time; DVDs can be loaned; and no items acquired in the last year will be available for loans.**

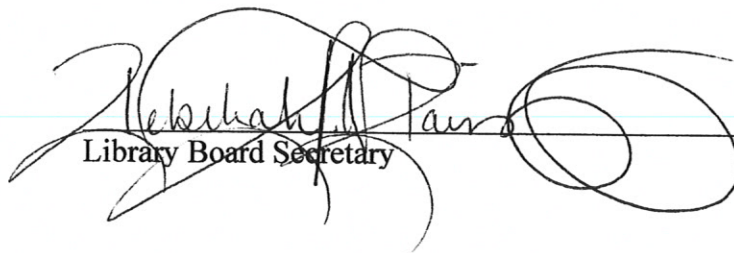
Jan Messman made a motion to accept the changes to the policies and procedures the library would like to implement. Mary Ellen Richards seconded the motion. The changes were approved.

- E. Discuss, consider and possible action on January, February, March, April and May Library Reports. Erica Salinas reviewed Library reports for the months of January, February, March, (the library closed to public March 19th due to COVID 19). During the months of April and May the library has provided curbside pickup and has also had a social media presence. Erica also reviewed the number of materials checked out and the number of items weeded. She also reported details regarding the social media presence. On June 2nd, the library reopened again to the public by appointment. Appointments are now available from 10 am to 3:30 pm. **Jan Messman made a motion to accept the library reports from the January, February, March, April and May. Mary Ellen Richards seconded the motion. The library reports were approved.**
- F. Discuss, consider and possible action on Friends of the Pilot Point Community Library update. **Jan Messman gave a financial report indicating the Friends have the amount of \$9,626.05. No Action.**
- G. Discuss, consider and possible action on Library services, programs, news or events. **No Action.**

F. Adjourn. **Jan Messman made a motion to adjourn the meeting. Mary Ellen Richards seconded the motion. The library board meeting was adjourned at 5:54 p.m. (Next meeting is scheduled for Tuesday, July 21, 2020 at 5:30 p.m.)**



Library Board Chair



Library Board Secretary