

**City of Bastrop Public Library Board**  
**Meeting Minutes**  
**December 6, 2021**

**1. Call to Order**

- a. Meeting was called to order by at 6:00 pm. Members present were President Mary Jo Jenkins, Barbara Clemons, Sally Keinarth, Meagan Webb, and Laura Goodwin, Jennifer Leisure, Rebecca Bennett, Director Bonnie Pierson, and Mayor Connie Schroeder.

**2. Presentations**

- a. Announcements from Library Director: The Library Open House will take place on Saturday, December 11th. Spots are still available for volunteering to support the event.

**3. Staff and Board Reports**

- a. Monthly Report on Library Activities
  - i. In November, Candice Butts and Kathy Danielson presented about their jobs at the City Friends story time; next month will be presented by Ann Franklin.
  - ii. There will be library programming over the winter break, including puzzle packs, take home items, and questionnaires.
  - iii. The study booths are ~~no~~ back in working order, with projected full computer use by the end of March, as the new server is on order.
  - iv. The library's annual report will be available on 12/11/21 and will be sent out to library patrons at the end of the month.
  - v. There was a positive community member comment on TexShare, which was sent to the Texas State Library, so they would know about the positive feedback.
- b. Monthly Report on Friends of Bastrop Public Library
  - i. The friends met on 12/02/21. There are a total of 51 members, with 2 new Board members, so at this time all positions are filled. They will have no new meetings until January.
- c. Monthly Statistical and Financial Report
  - i. Checkouts almost doubled when comparing October 2021 numbers to October 2020. Reference transactions were down year over year.
  - ii. Wifi use has expanded
  - iii. There were 91 new registrations and 136 renewals
  - iv. 179 volunteer hours in October 2021, which shows that volunteers are returning
  - v. The library is now taking money in via PayPal; nonresident fees collected were over \$4,000.
- d. Bylaw committee report
  - i. The bylaw committee met in November and discussed the content that should be included, with some information coming from the City Charter and some from City Ordinances. Proposed format of the bylaws was also discussed and agreed upon. Meagan has completed a draft of the bylaws

and sent to the committee by email from review. Bylaws should be ready for review by the full Board at the January meeting.

**4. Citizen Comments**

- a. Cheryl Irish gave 3 minutes of comment on a book she would like to have added to the library's collection.

**5. Consent Agenda**

- a. Jennifer Leisure made a motion to approve the Bastrop Public Library Board minutes from November 1, 2021. Motion was seconded by Rebecca Bennett. Motion passed and minutes were approved.
- b. Rebecca Bennet made a motion to approve the Bastrop Public Library Board Bylaw Committee minutes from November 15, 2021. Motion was seconded by Sally Keinarth. Motion passed and minutes were approved.

**6. Items for Individual Consideration and Discussion**

- a. Discussion about what Board would like to see included in future reports from the Library Director. Suggestions included highlighting of important data points rather than full reports on all metrics, and incorporation of areas of focus from strategic plan and reports directly from library staff on the work they do.
- b. Open House: graham cracker houses have been made; staff will arrive at 8 am; Board can begin arriving at 9 am; only 48 people will be allowed in the meeting room at a time to decorate houses; the city employee decorating competition is underway and will be voted on at the Open House; teens will be participating in the lighted parade.
- c. Meeting dates for 2022: All meetings will be held on the first Monday of the month with the following exceptions: January's meeting will take place on 01/10/22, there will be no meeting in July, and September's meeting will take place on 09/12/22.
- d. Requests for future agenda items: review of bylaws and review of book from citizen comment.

**7. Adjournment**

- a. Meeting was adjourned at 6:37 pm.

Respectfully Submitted, \_\_\_\_\_

Meagan Webb, Secretary

Respectfully Submitted, \_\_\_\_\_

Mary Jo Jenkins, Chair