

**ABILENE PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES  
FEBRUARY 29, 2016**

The Abilene Public Library Advisory Board met in the Conference Room of the Library at 4:00 P.M., Monday, February 29, 2016. A quorum was present

Board Members present: Robert Carleton (Chair), Patricia Nail, Dennis Regan, Ginna Sadler, Joe Specht, Clint Buck, Michael Carrisalez, Stan Chapman, Carrie Casada & Tiffany Fink.

Board Members absent: Debra Lillick (Vice Chair)

Also attending: Kelley Messer (Assistant City Attorney) and Lori Grumet (City Librarian)

Media present: None

Mr. Carleton called the meeting to order at 4:09 P.M.

Minutes were approved as amended by a majority of the Board.

Mr. Regan moved and Ms. Fink seconded removing the item Fines/Fees for the Library from the table.

The Chair introduced his sub-committee on fines and fees for the Library. Clint Buck, chair of the sub-committee proceeded with a review of the committee recommendations regarding fines and fees as presented in his memorandum to the Board dated Feb 29 2016 and attached to these minutes.

1. Overdue fines are recommended to be adjusted to 25 cents per item per day – DVD's to be charged at the same rate.
2. The "cap" – a point at which a user is blocked from borrowing is increased to \$5.00.
3. A \$1.00 fee will be charged to replace library cards.
4. Staff may begin selling (a) flash drives, and (b) headphones/earbuds at a price to be determined by staff based on cost and allowing for sales tax. Any profit will be

deposited to the general fund. A brief discussion of how the General Fund impacts the library occurred.

Mr. Regan introduced the subject of County cost-share to the discussion and proposed that at some time in the future the percentage charged to Taylor County be adjusted. He further recommended that a new format "Play-away" audiobook be added to the fine adjustment of 25 cents per day.

5. After a discussion of the recommendations outlined in the memorandum Mr. Buck moved and Ms. Casada seconded a motion to complete item #5 by adding to 5(a) a \$15.00 fee for each additional hour of meeting space rental at South Branch and 5(b) a \$25.00 technology fee for groups wanting to use the technology (videotaping, filming, computer hook-ups and sound) at the new facility.
6. A motion was made by Mr. Regan to re-write item 6 having to do with non-resident library card fees. Without a second a brief discussion ensued after which Mr. Regan withdrew his motion.

Mr. Buck moved and Mr. Regan seconded to strike paragraph 6 from their recommendations going forward and address the item of non-resident fees and County cost share at a future date, and to further recommend all other items as presented by the sub-committee and adjusted by board action this day.

7. The final item of eliminating the requirement for a Self-Addressed Stamped Envelope (SASE) when responding to genealogical inquiries was agreed to unanimously. Motion passed unanimously.

Brainstorming role and activity of the Library Advisory Board was discussed. Some items suggested for the Board Members are:

- to help with the South Branch opening as greeters or ambassadors to the public
- to have better nametags than present to help identify board members when advocating for the library by their presence

A brief discussion of possible fundraising was engaged with coloring sheets provided for a small fee to raise money for South Branch Needs and display at the mall prior to opening – no action was taken.

Ms. Casada reviewed the funding levels for South Branch as provided by the Friends to date.

Further advocacy items included working with book clubs to purchase items for South Branch.

A Brief discussion of developing a speaker's bureau composed of Board Members was engaged. Board members requested talking points be provided for this type of activity and that their availability somehow be publicized.

Finally a discussion of a good nametag design occurred. A request was made that any nametag includes the library logo. Staff was requested to bring samples to the next board meeting.

The next scheduled Advisory Board Meeting is May 2<sup>nd</sup> at 4 P.M.

Mr. Carleton adjourned the meeting at 5:30 P.M.

Respectfully submitted,

*Lori Grumet*

Lori Grumet,  
City Librarian

Attachment: Feb 29 2016 Memorandum from Clint Buck, Chair – Fines/Fees Sub-Committee

To: Abilene Public Library, Library Advisory Board

From: Clint Buck, Chair – Fines/Fees Sub-Committee

Subj: Recommendation from Sub-Committee on proposed changes to Fines/Fee policy

Feb 29, 2016

The Sub-committee Met on February 25th and after study and consultation with one another have the following recommendation on adjusting fines and fees for Abilene Public Library:

1. Change the daily overdue book fine to 25 cents from the current 10 cents. Keep the DVD fine at 25 cents.
2. Increase "cap" at which access to materials is blocked to \$5 (to accommodate increased daily fee, not out of line with comparison libraries)
3. Add a \$1 fee for replacement library cards.
4. Begin selling (a) flash drives and (b) headphones, price to be determined by staff based on cost and allowing for sales tax.
5. Add a separate fee for the South Branch meeting space being developed:  
(a) \$50 for up to 2 hrs., \$\_\_\_ for each additional hour.  
(b) Include a technology fee of \$\_\_\_ for groups wanting to use the technology in the new location (videotaping, filming, computer hookups, sound).
6. Out of city/county fee: recommend a move to no charge, but defer to City Manager as he will need to negotiate with (a) City Council and (b) County Judge and Commissioners/ regarding the budgetary impact of the lost revenue (In 2015, Taylor county sent \$25,880 to the city for county residents living outside of Abilene who have an APL card; those outside of Taylor county provide an additional \$5,860 in revenue to the City).
7. Eliminate the SASE requirement for genealogical/special research responses.

These recommendations are based on an examination of the 10 comparison cities commonly used by the City of Abilene and all recommendations fall among the average charges of peer libraries. The committee defers to the full board for amounts to be added to item #5.