I. Call to Order

II. Roll Call

III. Citizen Comment Period: Each speaker will be provided up to three minutes to speak. Persons wishing to speak during the Citizen Comment portion of the meeting can email dinsley@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. Written comments can also be submitted to dinsley@sanmarcostx.gov for distribution to the board prior to the meeting. Speakers may also sign up in person before the meeting is called to order. Each speaker will be called in the order in which they signed up.

IV. MINUTES

1. Consider approval, by motion, of the October 23, 2023 meeting minutes.

2. Consider approval by motion, of the November 27, 2023 minutes.

V. ACTION ITEMS

3. Discuss and consider approval of the Policy on Reference and Information Services.

VI. REPORTS and ANNOUNCEMENTS

4. Library Board members Shirley Ogletree and Katie Cargill have terms ending in February and both have agreed to be re-appointed.

5. Friends of the Library membership drive was mailed in December and they have received $7,155 in donations so far. Friends are fundraising for a new outreach van which will be donated to and maintained by the City. Booksale will be February 16-18 and if you are able to help, register online to volunteer.

6. AARP has been training all month and will begin free IRS tax service in February. People can walk-in or sign up for an appointment.

VII. FUTURE AGENDA ITEMS

The next meeting is scheduled for Monday, February 26, 2024 at 5:30 p.m. Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. *No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.*

VIII. QUESTIONS FROM THE PRESS OR PUBLIC

In accordance with Section 2.045 (d) of the City Code, speakers must state their name, and must limit their remarks to three minutes. The allotted time will commence from the beginning of the speaker’s remarks and will include any time spent in discussion between the speaker and library board members. Issues taking longer to communicate can be addressed outside the meeting to the city staff or to individual members of the board or submitted in writing.

IX. ADJOURNMENT

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Library Board, please contact Diane Insley at 512-393-8200 or dinsley@sanmarcostx.gov
I. Call to Order
Alli at 5:34 p.m.

II. Roll Call

Present: Katie Cargill, Stephanie Daniels, Dwonna Goldstone, Shirley Ogletree, Alli Regonini, and David Sergi.

Not Present: Stephen Beck.

III. Citizen Comment Period: Each speaker will be provided up to three minutes to speak. Persons wishing to speak during the Citizen Comment portion of the meeting can email dinsley@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. Written comments can also be submitted to dinsley@sanmarcostx.gov for distribution to the board prior to the meeting. Speakers may also sign up in person before the meeting is called to order. Each speaker will be called in the order in which they signed up.

Two letters were read regarding the proposed revisions to the Policy on Library Programs and Displays.

IV. OATH OF OFFICE for board member Katie Cargill
1. Introduction of Katie Cargill.
2. Administer the Oath of Office.
   Sworn in at 5:38 p.m.

V. MINUTES
1. Consider approval, by motion, of the September 25, 2023 meeting minutes.
   Motion for approval by Ann, seconded Katie, none opposed.

VI. ACTION ITEMS
2. Discuss and consider approval of the FY2024 Hays County Budget
   Motion for approval by Shirely, seconded David, none opposed.
3. Discuss and consider approval of the Long Range Plan 2023-2028  
Motion for approval by David, seconded Stephanie, none opposed.

4. Discuss and consider approval of the Policy on Library Programs  
Motion for approval as amended by Alli, seconded Shirely, none opposed.

VII. REPORTS and ANNOUNCEMENTS

November programming calendar reviewed. 2023-2028 Long Range Plan reviewed, new vision statement, new section regarding providing support and access to resources for people in need. New cameras and counters have been ordered, however door count with current counters is up 29%.

VIII. FUTURE AGENDA ITEMS

The next meeting is scheduled for Monday, November 27, 2023 at 5:30 p.m.
Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

QUESTIONS FROM THE PRESS OR PUBLIC

In accordance with Section 2.045 (d) of the City Code, speakers must state their name, and must limit their remarks to three minutes. The allotted time will commence from the beginning of the speaker’s remarks and will include any time spent in discussion between the speaker and library board members. Issues taking longer to communicate can be addressed outside the meeting to the city staff or to individual members of the board, or submitted in writing.

IX. ADJOURNMENT

Motion for approval by Ann at 6:33 pm, seconded David, none opposed.

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City of San Marcos
Regular Meeting Minutes
Library Board
Monday, November 27, 2023 at 5:30 p.m.
Place: Conference Room at the San Marcos Public Library

I. Call to Order
Alli called the meeting to order at 5:32 p.m.

II. Roll Call
Present: Katie Cargill, Dwonna Goldstone, Diane Insley (Director), Shirley Ogletree (substitute for absent secretary), Alli Regonini, and Charles Sears.

Not Present: Stephanie Daniels and David Sergi.

III. Citizen Comment Period:
Persons wishing to speak during the citizen comment period please submit your written comments to dinsley@sanmarcostx.gov no later than 12:00 pm on the day of the meeting. Comments shall have a time limit of three minutes each.

Resident, Sarah Teale spoke. She is concerned about library policies not being available as part of the agenda posting. She would like to have all items requiring a vote to be posted as part of the agenda or packet as some other city boards do. To be more transparent, she thinks that the library board and all city boards should be required to stream and record all meetings so they are more accessible to the public.

IV. MINUTES
1. Stephanie Daniels, Board Secretary was not able at attend the meeting and did not submit the October minutes. Alli moved to accept postponing the approval of the minutes, Shirley seconded, and the board vote was unanimous.

V. ACTION ITEMS
2. Displays, Exhibits, and Public Bulletin Board Policy: Shirley moved, Charles seconded, and the board voted to approve the slightly amended proposed policy.
3. TexShare Card and Interlibrary Loan Policy: Charles moved, Katie seconded, and the board voted to approve the proposed policy.
VI. REPORTS and ANNOUNCEMENTS

4. Diane distributed and summarized the October 2023 report on the library’s activities. Attendance was up for children’s, teen, and adult programs, as well as attendance at GED and ESL classes.
5. Diane then distributed and reviewed the TexShare Annual Report Survey Summary. The library has issued 67 cards, served 717 patrons from other libraries, and circulated 1,881 items to TexShare clients.
6. There will be no board meeting in December, as stated in the bylaws.

VII. FUTURE AGENDA ITEMS

The next meeting is scheduled for Monday, January 22, 2024, at 5:30 p.m. Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

VIII. QUESTIONS FROM THE PRESS OR PUBLIC

Sarah Teale asked about the policy and submission of the long-range plan. Library Director responded that the item would be discussed with the City’s Legal Department.

VII. ADJOURNMENT

Dwonna moved, Katie seconded, and the board voted to adjourn the meeting at 6:10.

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For more information on the Library Board, please contact Diane Insley at 512-393-8200 or dinsley@sanmarcostx.gov

Minutes submitted by board member, Shirley Ogletree.
The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library.

I. Reference Service Defined

Good reference service involves identifying a person’s information need and proceeding to fulfill it accurately, efficiently, and pleasantly, using the resources available in the library, online, and including referral to resources in other libraries or agencies, if necessary. Questions that may need to be referred could be of a genealogical, technical, medical, legal, or academic nature.

Reference service also includes providing instruction in library use.

The San Marcos Public Library regards every reference question asked by any patron as valid. All questions will be given equal consideration, and each will be answered as accurately and completely as possible.

II. Statement of Objectives

Reference service involves directly providing information or providing instruction in the use of sources to each person to the degree that he or she individually requires. Individuals who require an auxiliary aid or service for our reference service can contact the City of San Marcos ADA Coordinator at 512-393-8065 or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be sent by email to ADARequest@sanmarcostx.gov as soon as possible, but no later than 72 hours before needed. Spanish language translation will be provided when necessary, either by a staff member on duty or by telephone application.

Patrons will have opportunity to receive instruction in the use of resources and facilities, but will not be denied information on the basis of whether or not they learn or accept instruction. However, the library will encourage patrons who will need to use reference and Internet tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority):
- Personal service to library users who come to the library. Patrons are served on a first come, first served basis.
- Telephone inquiries.
- Email reference.
- Mail reference.

If several people are waiting for assistance, requests that are brief may be given priority over lengthy or complex questions that require large amounts of time.

III. Standards
1. All information requests are to be handled. If information is available, it is provided to patrons without making judgement on its moral or aesthetic worth. The needs of every library patron will always be taken seriously and treated with respect and confidentiality.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether information material will be checked out or interlibrary loan requested.

3. The library provides technical assistance with the library’s eResources. Staff may assist patrons with questions about library-installed software as time and knowledge permit. Users may be referred to the library’s free computer classes if users are not able to use the library computers or their own devices and require in-depth or repeat assistance.

4. While on desk duty, service to the public takes precedence over any other duties.

5. Information given is always based on accurate print or nonprint sources or learned from a reliable authority. The opinion, evaluation, or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified.

6. Neither the patron’s nor the staff member’s personal opinions or beliefs should influence the quality of service given.

7. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons. Election issues will be answered as any other reference question. Reference staff may provide voter registration information, polling dates, polling locations, but staff may not summarize, interpret, or offer opinions regarding political issues.

8. Some local history or genealogy questions may be responded to quickly by the reference librarian, but if lengthy research is required, the user should be referred to the local history specialist.

9. The amount of time devoted to a complex request is at the discretion of the reference staff. It is not the responsibility of staff to conduct lengthy research for users, however guidance on available resources and basic instruction on research methods should be provided.

Approved by the San Marcos Public Library Board, January 23, 2017
Updated and approved January 29, 2024