Tienert Library Board

Regular Board Meeting 12/1/2021

Linda Hamlett
Chad Mees, Mayor
Thadra Vrubel
Jennifer Tucker Welch
Jackie Carter (via zoom)
Absent: Joseph Resendez

Called to order at 7:45

New business:

- The library is on track to open on 11th
- If needed citizens can check out books old fashioned way
- Call for volunteers needs to come from the City page and vetting needs to be completed by City prior to placing them in a keyholder position
- Agenda for the opening day to be decided
- Monthly set scheduled meeting is suggested to be the 1st Wed of each month to be ahead of council meeting @ 7:30.
- Opening days of operation for the opening: Tuesday 9-2, Fridays 3-7, Saturday 10-3 as a test run
- Invite Wed Womens Club, Quilt Club, girl scouts, etc and other groups to begin to use the library
- Agenda for opening day Jenn to talk to Linda at the FCCAA as the kids want to volunteer
- Copy machine is set to be delivered soon. Copy prices to be set and confirmed by the Mayor.
- Alice to show board members how to use the library check in/out system and library cards. Mayor to schedule this for us.
- Professional cleaning and carpets are scheduled for this week. Mayor to confirm the date and follow up.
- Procedure for using the library to be made to provide to groups who use the library when board members or keyholder volunteers are not available.
- Items in the library that are tech and City property need to be auctioned off and can not be thrown away and may not be discarded.

Next meeting is scheduled for January 5, 2022, @ 7:30	
Meeting adjourned at 8:33 Libary Faurd Chair	
AHEST:	
Illorary Patard Member	Date

Tienert Library Board

Regular Board Meeting 1/5/2022

Linda Hamlett
Chad Mees, Mayor
Thadra Vrubel
Jennifer Tucker
Jackie Carter
Joseph Resendez

Called to order at 7:07

Old Business:

- Email has been set up for printing at the library. print_library@bartlett-tx.us
- Google sheets to be set up for volunteer hours
- Hours of Operation 13 folks came in at closing time near 3:00 on Saturday. Being open on Friday night is not looking good. Linda is getting feedback that afternoons is better.
 - o A survey to citizens would be a good idea.
- An ad to be posted for a volunteer library

New business:

- Volunteer has come forward to sponsor the print/fax and coffee stations.
- Foundation bids are needed to determine costs. Following this, a repair plan will be made for the library.
- Fundraiser plan to be discussed and planned for next months meeting.
- Donations must be selective. We need to be careful that this is not a dumping zone.
- New board member needed. Group like the idea of Matt due to technical skills and existing volunteer work he has given.

It was agreed that these are informal meeting discussions in preparation for a formal agenda to be presented at the next meeting and formal board procedures to be followed beginning next month.

Next meeting is scheduled for February 2, 2022, @ 7:30



Gayle Jones, Council Member

NOTICE OF MEETING OF THE CITY OF BARTLETT, TEXAS

TEINERT LIBRARY BOARD OF TRUSTEES

6:00 PM

Wednesday, November 9th, 2022 Teinert Memorial Library 337 North Highway 95, Bartlett, TX 76511

In-person visitors are welcome and encouraged to attend.

Name	Present	Absent	Called to order at 6:01 pm
Jocqueline Atkins-Carter		X	P
Matthew Fox	(<u></u>	X	by Thadra Vrubel
Thadra Vrubel	X	111	,
Jennifer Welch	X		
Susan Weaver	X		2

CITIZEN COMMUNICATION

CONSENT AGENDA

The consent agenda includes non-controversial and routine items the Board may act on with a single vote. Any Board member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.

- 1. Approve minutes from the following meetings:
 - a. April 21, 2022
 - b. April 28, 2022
 - c. June 8, 2022
 - d. Jully 13, 2022
 - e. July 27, 2022
 - f. August 10, 2022
 - g. September 28, 2022
 - h. October 12, 2022

Motion: Susan Weaver makes motion to approve consent agenda item.

Second: Jennifer Neely Vote: Motion passes 3-0

REGULAR AGENDA

1. Discuss, review, and take any necessary action related to October Statistics.

Statistics shared. No action necessary.



Gayle Jones, Council Member

2. Discuss, review, and take any necessary action related to the improvements to the library's website.

No action necessary.

Discussion: Board now has permission and ability to make a more robust and up to date website.

3. Discuss, review, and take any necessary action related to setting and approving a date for the sale of surplus DVD's.

Motion:Susan Weaver motioned we set the date for Dec 12-17, 2022, and sale for \$1/each at the library.

Second:Jennifer Neely

Vote:passes 3-0

Discussion: Consider coordinating with Linda Hebner to inquire if she has additional sale items she wishes to coordinate with the Library Board.

4. Discuss, review, and take any necessary action related to approving the new Volunteer Application Form.

Motion:Susan Weaver made motion to approve form with changes discussed

Second: Jennifer Neely

Vote:passes 3-0

Discussion: form needs new phone number added and a statement added that the hours of the library are subject to change.

5. Discuss, review, and take any necessary action related to approving the Teinert Memorial Library (TML) Board Bylaws.

Motion:Susan Weaver motioned to accept with corrected spelling errors

Second: Jennifer Neely

Vote:passes 3-0

Discussion: Will add to the agenda: needs to be remitted to City Administrator at least 96 hours prior to meeting.

- 6. Discuss, review, and take any necessary action related to approving general operating policies for Teinert Memorial Library (TML):
 - a. Circulation Policy
 - b. Code of Conduct
 - c. Collection Development Policy
 - d. Computer & Internet Policy
 - e. Confidentiality Policy
 - f. Copyright Compliance Policy
 - g. Library Wi-Fi Policy
 - h. Unattended Children Policy

Motion: Jennifer Neely made motion to accept general operating policies with noted changes.

Second:Susan Weaver

Vote: Passes 3-0

Discussion: will allow non-Bartlett citizens use of the library as there is minimal expenditure for such

7. Discuss, review, and take any necessary action related to setting a workshop date to create Teinert Memorial Library's overarching Vision & Mission statements, Purpose and Core values, and producing



Gayle Jones, Council Member

a long-range plan for Teinert Memorial Library.

Motion:Susan Weaver made motion to have a workshop on 12/3/2022 at 3:15, with the understanding Board Members will come to the workshop with thoughts and ideas Second:Jennifer Neely

Vote: Passes 3-0
Discussion:

FUTURE AGENDA ITEMS

- Discuss, review, and take any necessary action related to the current supply of library cards.
- Discuss, review, and take any necessary action related to the election of officers.
- Discuss, review, and take any necessary action related to any rules regarding library communication.
 - O Website / Newspaper / Facebook / Other??
- Discuss, review, and take any necessary action related to approving the Board to create a "Friends of the Library" group for local commercial partners to help financially support the library.
- Discuss, review, and take any necessary action related to approve working with Eric Lashley (PLAN Executive Director) to submit an application for the following grants:
 - o The Tocker Foundation Grant due January 15, 2023
 - o The Library Rescue Grant due March 2023
- Discuss, review, and take any necessary action related to the Library Archives Annual Report due April 30, 2023.
- Special called meeting on December 3, 2022 at 3pm to approve working with PLAN to submit applications for grants mentioned.

ADJOURN		
Thadra Vrubel adjourned the meeting at 7:15 pm.		
Minutes Approved:		
Library Board Chairman	 Date	

Attest:



Gayle Jones, Council Member

Library Board Member	Date	



NOTICE OF SPECIAL CALLED MEETING OF THE CITY OF BARTLETT, TEXAS

TEINERT LIBRARY BOARD OF TRUSTEES

3:00 PM

Saturday, December 3, 2022

Teinert Memorial Library

337 North Highway 95, Bartlett, TX 76511

In-person visitors are welcome and encouraged to attend.

Name	Present	Absent	Called to order at 3:09 pm
Vacant		9	
Matthew Fox	x		by <mark>Matthew Fox</mark>
Thadra Vrubel	x		of Haddenett I on
Jennifer Welch		x	
			Guests present include: Jesse Luna, Phil
			Weaver, Deana Shiplett and Madison
Susan Weaver	X		Henchman

REGULAR AGENDA

Discuss and take any necessary action regarding Library Rescue Grant. Motion: N/A

Second: N/A

Vote: N/A

Discussion: this is a grant from the PLAN Network and the reward is professionals from the network to assist the library in weeding the collection, coordinating with staff to have an effective social media presence, establishing a Friends of the Library group and can help with adding new books to the collection. This grant is 100% Forgivable and recipient libraries do not have to be accredited.

2. Discuss and take any necessary action regarding Tocker Foundation Grant.

Motion: N/A

Second: N/A

Vote: N/A

Discussion: The Tocker Foundation can help with up to \$100,000 in grant money. This money can be used for things including shelving and furniture. The grant is 100% forgivable. Teintert Memorial Library has been a recipient in the past. The library does not have to be accredited to apply for and receive the grant.

3. Discuss and take any necessary action regarding Dollar General Adult Reading Grant.



Motion:	N/A	

Second: N/A

Vote: N/A

Discussion: This grant would assist in funding the proposed ESL and GED programs. The application becomes available in January and is awarded in February.

FUTURE AGENDA ITEMS		
ADJOURN		
Susan Weaver adjourned the meeting at 3:29 pm.		
Minutes Approved:		
Library Board Chairman	Date	
Attest:		
Library Board Member	 Date	



NOTICE OF WORKSHOP OF THE CITY OF BARTLETT, TEXAS

TEINERT LIBRARY BOARD OF TRUSTEES

Notice is hereby given that the members of the City of Bartlett Teinert Library Board of Trustees will attend the event listed below:

EVENT	DATE AND TIME	LOCATION
Mission & Vision Statements, Core Values and Long-Range Planning Workshop Discuss, review and provide ideas for creation of organizational direction.	Saturday, December 3, 20 at 3:15 PM	
CALL TO ORDER Name	Present Absent	Called to order at 3:29 pm
Vacant		
Matthew Fox	x	by <mark>Susan Weaver</mark>
Thadra Vrubel	X	
Jennifer Welch	x	
Susan Weaver	Х	

Discussion: Community Members present include: Jesse Luna, Phil Weaver, Deana Shiplett and Madison Henchman.

Our Library Mission and Vision Statements

Mission: The Teinert Memorial Library is guided by the past and focused on the future. Its mission is to enrich the lives of the community by empowering its citizens' personal, educational, and professional growth. The library is dedicated to advancing literacy and fostering life-long learning.

Vision: The Teinert Memorial Library aims to provide a center for information and discovery through innovative programming, robust collections, and responsive services. The library is a place for Bartlett to learn, share and create. Core Values:

• We believe that learning is a human right

To live, adapt, and thrive in a constantly changing world, all people need supportive learning environments and free access to information and ideas from diverse points of view.

We believe in curiosity

Curiosity can change the world and the path of one's life. We believe in igniting its spark through discovery and creative exploration.

We believe in connection

The library is a place for quiet reflection and boisterous activity, for likeness and for difference. It is comfortable, inclusive, and vital to creating healthy, strong communities.

We believe in the power of belonging

When people feel they belong, they are able to learn and grow. The library brings people together to access knowledge, information, and connection. We actively work to ensure that all people see themselves and our city's



ADJOURN Matthew Fox adjourned the meeting at 3:51 pm.		
Minutes Approved:		
,		
Library Board Chairman	Date	
Attest:		
Library Board Member	 Date	

Teinert Memorial Library Acknowledgement of Donations & Volunteers September 2021 – November 2022

Donations:

- Donation to clean library and steam clean carpets
 - Anonymous
- Halloween Candy / Bags
 - 2021 American Legion #183, Bartlett Ice Cream Saloon, Stephanie Myers, Rural Mutual Aid
 - 2022 Dollar General
- Books
 - Ruth Gerig Brown Bear Brown Bear, Shelly Kozman Spooky the Square Pumpkin & Crankenstein, Victoria Castillo-Edwards Many boxes (from Girl Scout Troop), Anonymous Many, Many Boxes
- Subscription to the Williamson County Sun and Taylor Press, Framing for Historical Photos
 - Philip and Susan Weaver
- Puzzles
 - > Philip and Susan Weaver, Val and Kelly Copeland
- Board Games & Craft Kits
 - Jesse Luna
- Coffee and snacks in kitchen area
 - > Erlamond Ross, Notary Public, Philip and Susan Weaver, Thadra Vrubel
- 8 white chairs, 2 Bistro Tables and 4 Matching Chairs, Snowcone Machine
 - Jennifer Welch
- 6 Live Plants in Containers
 - Deb Caldwell
- Bartlett Historical Photos
 - > Jay Richev
- 4 training room tables with 9 matching chairs and 8 blue padded black metal chairs
 - ➢ Bell County
- Wireless Router
 - Chad Mees
- Cash Grant/Donation
 - Atmos Energy \$1,500.00

Volunteers:

- Linda Hamlett
- Jaquline Atkins-Carter
- Stephanie Myers
- Thadra Vrubel
- Jennifer Welch
- Susan Weaver
- Philip Weaver
- Deana Shiplett
- Deb Caldwell
- Madison Henchman
- Mona Smalley
- Barbara Voight
- ❖ Victoria Castillo-Edwards



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

ACCOUNT NUMBER
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CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

STATEMENT DATE
06/30/21
ACCOUNT NUMBER
-067-3

INFOLINE 1-888-797-7711

THIS IS THE FINAL NOTICE YOU WILL RECEIVE ABOUT THE CHANGES TO THE TERMS AND CONDITIONS OF YOUR ACCOUNT. YOU MAY OBTAIN A COPY AT YOUR LOCAL BRANCH OR AT WWW.BANCORPSOUTH.COM

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CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

O5/31/21 ACCOUNT NUMBER

INFOLINE 1-888-797-7711

04/30 2087.77

IN MARCH YOU WERE NOTIFIED THAT THE TERMS AND CONDITIONS FOR YOUR DEPOSIT ACCOUNT WERE AMENDED. YOU MAY OBTAIN A COPY AT YOUR LOCAL BRANCH OR AT WWW.BANCORPSOUTH.COM

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CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

O4/30/21
ACCOUNT NUMBER
-067-3

INFOLINE 1-888-797-7711

IN MARCH YOU WERE NOTIFIED THAT THE TERMS AND CONDITIONS FOR YOUR DEPOSIT ACCOUNT WERE AMENDED. YOU MAY OBTAIN A COPY AT YOUR LOCAL BRANCH OR AT WWW.BANCORPSOUTH.COM

* * * * * * * * *	CHECKING ACCOUNT SUMMARY	? * * * * * * * * * * * * * * * * * * *
PREVIOUS BALANCE	2,087.77	AVERAGE BALANCE
+ 0 CREDITS	.00	2,087
- 0 DEBITS	.00	YTD INTEREST PAID
 SERVICE CHARGES 	.00	.00
+ INTEREST PAID	.00	****
ENDING BALANCE	2,087.77	
DAYS IN PERIOD		30
* * * * * * * * * * * * * * * * * * *	DAILI DALLANCE SOMMARI	* * * * * * * * * * * * * * * * * * *



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

STATEMENT DATE
03/31/21
ACCOUNT NUMBER
-067-3

INFOLINE 1-888-797-	7711	
* * * * * * * * * *	CHECKING ACCOUNT SUMMAR	Y * * * * * * * * * * * * * * * * * * *
PREVIOUS BALANCE	2,087.77	AVERAGE BALANCE
+ 0 CREDITS	,00	2,087
- 0 DEBITS	.00	YTD INTEREST PAID
 SERVICE CHARGES 	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	2,087.77	
DAYS IN PERIOD		31
* * * * * * * * * * * * * * * * * * *	* DAILY BALANCE SUMMARY DATEBALANCE	* * * * * * * * * * * * * * * * * * *



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

O2/28/21
ACCOUNT NUMBER

INFOLINE 1-888-797	-7711		
* * * * * * * * *	CHECKING ACCOUNT	SUMMARY *	* * * * * * * *
PREVIOUS BALANCE	2,087.77	A7	VERAGE BALANCE
+ 0 CREDITS	.00		2,087
- 0 DEBITS	.00	YTD	INTEREST PAID
 SERVICE CHARGES 	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	2,087.77		
DAYS IN PERIOD			28
* * * * * * * * * * * * * * * * * * *	DATEL DAMANCE S		* * * * * * * * * * * * * * * * * * *



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

O1/31/21
ACCOUNT NUMBER

INFOLINE 1-888-797-7711 * * * * * * * * * * * * CHECKIN PREVIOUS BALANCE + 0 CREDITS	IG ACCOUNT SUMMAR 2,087.77 .00	Y * * * * * * * * * * * * * * * * * * *
- 0 DEBITS - SERVICE CHARGES + INTEREST PAID ENDING BALANCE	.00 .00 .00 2,087.77	YTD INTEREST PAID .00
DAYS IN PERIOD		31
	BALANCE SUMMARY	* * * * * * * * * * * * * * * * * * *



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

12/31/20
ACCOUNT NUMBER
067-3

INFOLINE 1-888-797-	-7711 CHECKING ACCOUNT SUMMARY	7 * * * * * * * * * *
PREVIOUS BALANCE	2,087.77	AVERAGE BALANCE
+ 0 CREDITS	.00	2,087
- 0 DEBITS	.00	YTD INTEREST PAID
 SERVICE CHARGES 	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	2,087.77	
DAYS IN PERIOD		31
* * * * * * * * * * * * * * * * * * *	DITTEL DIMENCE SOMETI	* * * * * * * * * * * * * * * * * * *



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

ACCOUNT NUMBER

INFOLINE 1-888-797-7	7711	
* * * * * * * * * * *	CHECKING ACCOUNT SUMMARY	* * * * * * * * * *
PREVIOUS BALANCE	2,087.77	AVERAGE BALANCE
+ 0 CREDITS	.00	2,087
- 0 DEBITS	.00	YTD INTEREST PAID
 SERVICE CHARGES 	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	2,087.77	
DAYS IN PERIOD		30
		9
* * * * * * * * * *	DAILY BALANCE SUMMARY	* * * * * * * * * * *
DATEBALANCE	DATEBALANCE	DATEBALANCE
10/31 2087.77		



CITY OF BARTLETT
TEINERT MEMORIAL LIBRARY
PO BOX H
BARTLETT TX 76511-0907

TATEMENT DATE
10/31/20
ACCOUNT NUMBER
-067-3

INFOLINE 1-888	8-797-7711		
* * * * * * * *	* * CHECKING ACCOUNT	SUMMARY * * * * * * *	* *
PREVIOUS BALANC	E 2,087.77	AVERAGE BALANCE	:
+ 0 CRE	DITS .00	2,087	•
- 0 DE	BITS .00	YTD INTEREST PAID)
 SERVICE CHA 	RGES .00	.00)
+ INTEREST	PAID .00		
ENDING BALANCE	2,087.77		
DAYS IN PERIOD		31	
		-	te.
* * * * * * * * * * * * * * * * * * *	LANCE DATEBAL		* *