

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Library Board of the City of Lake Jackson met in regular session on Tuesday, February 15, 2021, at 5:15 p.m. at the Lake Jackson Library with the following present:

Ana Wessels, Chair
Stephanie Zamora
Mary Meyers
Kay Birdsong

Meagan Borth, Asst. City Manager
Vinay Singhanian, Council Liaison
Grace Heffernan, Branch Librarian
Lisa Loranc, County Library Director
Ana Acuña, Asst. City Secretary

ABSENT:

Amber Winstanley, Secretary

VISITORS

There were no visitors present.

APPROVAL OF MINUTES – June 2021

On motion by Ms. Meyers, seconded by Ms. Birdsong with all present members voting “aye” the June minutes were approved as presented.

REPORTS AND UPDATES: GRACE HEFFERNAN, BRANCH LIBRARIAN- Lake Jackson Programs

Ms. Heffernan presented the last two monthly reports. There is an increased number of attendees.

DECEMBER 2021 STATISTICS

	2020	2021
Door Count	4,065	4,557
Number of Children’s Programs Number of attendees	11 125	16 537
Number of Teen Programs Number of attendees	1 5	1 30
Number of Adult programs Number of attendees	9 89	3 15
Internet Usage	563	595
Circulation Transactions	14,866	14,428
Room Bookings Number of People	0	7 110
Number of Volunteers Number of Hours Worked	0	18 122.25

HIGHLIGHTS

- Night at Hogwarts returned with 302 people in attendance. Thank you to all the volunteers who helped make this happen.
- Yule Ball, the teen lock-in had 30 people.

JANUARY 2022 STATISTICS

	2021	2022
Door Count	4,470	5,074
Number of Children's Programs Number of attendees	10 240	14 335
Number of Teen Programs Number of attendees	1 3	1 13
Number of Adult programs Number of attendees	7 70	3 21
Internet Usage	604	712
Circulation Transactions	15,009	14,891
Room Bookings Number of People	0	18 268
Number of Volunteers Number of Hours Worked	0	7 48

HIGHLIGHTS

- The Teen Craft – Sound Wave Art had 13 attendees.
- Book Talks with Karen and Ande – a live version of their video series – had 7 attendees
- Family Fun Night – Winter Wish List had 26 people



UPCOMING EVENTS

- Saturday, February 19 – Open 2-6; we are closed in the morning for the VOW22 event
- Saturday, February 12 @ 10:30 AM – Read the World Storytime and Craft
- Thursday, February 17 @ 6 PM – Family Fun Night
- Saturday, February 19 6-9 PM – Teen Lock-in
- Monday, February 21 – Closed for President's Day
- Friday & Saturday February 25 & 26 6:30 PM – Adult Murder Mystery

Storytimes:

- Preschool on Tuesdays & Wednesdays @ 10:30 AM
- Toddler on Thursdays @ 10:30 AM

Book Clubs:

- Tea & Talk – Thursday, February 24 @ 1:30 PM

- Page Turners – Monday, March 14 @ 6:30 PM

REPORTS AND UPDATES: LISA LORANC, LIBRARY DIRECTOR - County Program

Ms. Loranc expressed that they had problems with filling a few spots for children's specialist, but the positions are all closed. All management positions are full. The overall staffing point of view is going well.

Ms. Loranc gave updates on the following libraries:

- Freeport:
 - received their final furniture orders, which will complete their final project.
- Sweeny:
 - Closed for two years
 - Waiting on the new shelving
 - Wait time for steel has elongated this project
 - Hoping to re-open in either late March or early April
- Angleton:
 - Possibly re-piping the building
 - Receiving a mural donation from artist
- West Pearland:
 - Will change name once they change locations
 - Officially closed their storefront facility off HWY 288 and 518
 - Sneak peek for Friends members on March 18, 2022, at 1:00 p.m.
 - Preview will be held on March 30, 2022
 - Grand opening will be April 9, 2022
 - Ms. Loranc shared the details of what the new library will entail of:
 - 40,000 sq. ft. – not all will be the library, a portion will be the county Tax Office
 - Teaching theatre (will be located on the ground floor)
 - Two meeting rooms
 - Separate activity room for children
 - Upstairs will include both the teen and adult reading rooms
 - Film makers space
 - Upstairs conference rooms and reader's porch

Ms. Loranc shared that they will be travelling for in person conferences again. Ms. Heffernan will be attending the Forth Worth conference in April.

Although COVID restrictions are slowly lifting, library branches are still enforcing the room occupancy limits. This will mean smaller audiences for summer programs. There is too much liability to ignore the room occupancy limits.

Ms. Loranc expressed that they do not encourage allowing library programs to get bigger than 130 people unless there are exceptions. Ms. Heffernan shared that for their bigger program, such as their recent Harry Potter themed, they will usually scatter them throughout the library and will have use the building occupancy limit. She shared that they always closely monitor the number attendees entering and leaving.

Ms. Meyer's shared that there will be an author dinner on Tuesday, March 29, 2022.

- This event will take place at the Brazoria County Fair Grounds at 6:00 p.m. – 9:00 p.m.
- Author: Matthew Wendel
 - Previous Whitehouse cook during George Bush's Presidency

- Tickets are \$45/ person – tickets available at the Lake Jackson Library (Cash/ Check only)
- Sponsorship as low as \$125
 - Includes two tickets and name on the program

REPORTS AND UPDATES: MEAGAN BORTH, ASST. CITY MANAGER – City Staff Updates

Ms. Borth shared that staff has worked on getting new flooring for the Lake Jackson Library. The goal is to have the library re-open by June 1, 2022, for their summer session.

Ms. Borth shared that instead of going through a bid process, the city chose to go through cooperative purchasing. They opted to do this to save the library time and have this project completed faster.

Ms. Borth shared that they used Buy Board, which is a state approved and ran to pick the contractor for this project. Gomez Flooring Company (GFC) is where they received the quotes for the library flooring.

Ms. Borth shared that the longest the library should be closed should be for about two months.

DESCRIPTION	QTY	UNITS	COST	TOTAL COST
Furniture Moving-Library Books- Moving & Relocating Shelving (Book Carts)	2323	yds	\$ 15.00	\$ 34,845.00
Demo Existing Carpet	1900	yds	\$ 2.75	\$ 5,225.00
Demo Existing VCT	3800	sf	\$ 1.00	\$ 3,800.00
Demo Existing Ceramic Tile (Inside and Outside)	1600	sf	\$ 4.50	\$ 7,200.00
Removal of Existing Coating, Glue, and Mastic (Floor Sanding Inside and Outside Entryway)	2500	yds	\$ 3.00	\$ 7,500.00
Furnish Interface Carpet Tile- Ground Waves 104055 Gravel/Colors / 104043 Gravel - Freight and Attic Stock Included	1800	yds	\$ 38.00	\$ 68,400.00
Furnish Interface Carpet Tile- Color 103798 Lime, 103794 Lagoon Freight and Attic Stock Included	200	yds	\$ 38.00	\$ 7,600.00
Furnish Interface CPT Tile Adhesive	16	ea	\$ 200.00	\$ 3,200.00
Install Interface Carpet tile	1900	yds	\$ 6.00	\$ 11,400.00
Furnish Interface LVT -Brushed lines Color A01605 Graphite, Color A01609 Paraffin - Freight included/ Attic Stock	4000	sf	\$ 5.00	\$ 20,000.00

Furnish Interface LVT Adhesive	5	ea	\$ 150.00		\$ 750.00
Install Interface LVT	3800	sf	\$ 2.50		\$ 9,500.00
Furnish Install Cove Base	2640	lnft	\$ 1.50		\$ 3,960.00
Furnish and Install Floor Prep	50	ea	\$ 70.00		\$ 3,500.00
Epic Floor- Sealing - Restrooms- Epic Matte or Gloss Sealer	400	sf	\$ 8.00		\$ 3,200.00
Elite crete concrete Overlay/ Stain with slip resistant coating- POLYMER MODIFIED CONCRETE OVERLAY - Random Tile Design - Saddle Brown and Forest Green. White Grout Joints	1100	sf	\$ 36.00		\$ 39,600.00
Furnish Trinity Surfaces Large Format 16x32 Chatham or Equal	1000	sf	\$ 12.00		\$ 12,000.00
Furnish Large Format Tile Thinset and Epoxy Grout	1000	sf	\$ 3.00		\$ 3,000.00
Install Large Format Ceramic Tile with Epoxy Grout	900	sf	\$ 10.00		\$ 9,000.00
Removal and Disposal of All Trash	22500	sf	\$ 0.35		\$ 7,875.00
Prep, Patch and Paint Walls	1	ea	\$ 38,000.00		\$ 38,000.00

TOTAL: \$ 299,555.00

Ms. Borth shared that GFC is very accommodating and competitive and believes that they will come under budget to get everything done.

Ms. Borth shared that staff will take this bid to council for approval and once they get the approval they will get started.

Ms. Heffernan asked Ms. Borth if the library could use the Civic Center for programming and holds/ pick-up while the library is closed.

Ms. Borth shared that she is sure the Civic Center can be used but they need to have the logistics and then submit their proposal for dates and what rooms will be used for Council to approve.

Ms. Borth reminded everyone that election location has changed to the Annex Building on Peach Street.

SET NEXT MEETING DATE – Tentative for Tuesday May 17, 2022, at 5:15 p.m.

ADJOURN

The meeting adjourned at 6:00 p.m.

These minutes read and approved this _____ day of _____, 2022.

Ana Wessels, Chairperson

Amber Winstanley, Secretary