Amended October 5, 2020 at 6:00 P.M.

Bastrop Public Library Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

PLEASE NOTE: ANYONE WISHING TO ADDRESS THE BOARD MUST PROVIDE COMMENTS WITH FULL NAME, ADDRESS, PHONE NUMBER TO BECCA@BASTROPLIBRARY.ORG BEFORE 3:00 P.M. ON OCTOBER 5, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.

1. CALL TO ORDER

2. CITIZEN COMMENTS

Anyone wishing to address the Board must submit comments as directed above before 3:00 p.m. on October 5, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.

In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to City staff for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the City's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.
3. ANNOUNCEMENTS

4. STAFF REPORT

4A. Monthly report on Library activities.

4B. Monthly financial report.

5. CONSENT AGENDA

5A. Consider action to approve Bastrop Public Library Board minutes from the September 14, 2020, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

6A. Discussion of 2020 Holiday Open House.


7. UPDATES

7A. Phase Three operational update.

7B. Individual requests from Library Board members for items to be listed on future agendas.

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City’s website, www.cityofbastian.org. Said Notice was posted on the following date and time: Tuesday, September 29, 2020, at 3:00 p.m. and will remain posted for at least two hours after said meeting has convened.

Ann Franklin, City Secretary
Bastrop Public Library Board Meeting Minutes
September 14, 2020

Call to Order:
The meeting was called to order at 6:00 p.m. by Vice President Barbara Clemons.

Members present were
Mary Jo Jenkins, Jaime McDonald, Jennifer Leisure, Lesa Neese, Sally Keinarth, Rebecca Bennett, Barbara Clemons, Library Director Becca Sexton, Mayor Connie Schroeder, and City Manager Paul Hofmann

Citizen Comments:
There were none.

Announcements:
Ms. Sexton introduced the new City Manager, Paul Hofmann. Mr. Hofmann expressed how pleased he is to be in Bastrop and offered to answer any questions.

Staff Report:
Activities -
Ms. Sexton stated that the Library Board may be able to meet in person next month as the City is planning to move to Phase III of the pandemic response on October 1.

Friends of the Library –
Ms. Sexton reviewed the information in the Librarian’s report.

Statistical Report –
There will be no decrease in funding from the Friends of the Library. October or November’s statistics will include information on the collection.

Financial Report –
Becky Bennett asked if revenue had increased or decreased since the Library implemented online bill pay. She also asked if the Library could take appointments for patrons to browse the Book Nook. Ms. Sexton said that she would look into both of these questions.

Consent Agenda:
The minutes for the August 3, 2020, meeting were approved as written.

Items for Individual Consideration and Discussion:
None.

Updates:
There will be a virtual training for all City Boards on September 17, 2020.
Lesa Neese commended the work that Library Supervisor for Public Services Bonnie Pierson, who is celebrating 20 years with the City, for her outstanding work at the Library.

The meeting adjourned at 6:30 p.m.

Respectfully submitted ________________________________

Rebecca Bennett, Secretary

Approved ____________________________________________

Mary Jo Jenkins, President
Bastrop Public Library
Librarian’s Report
October 5, 2020

1. Statistics Highlights through September 28, 2020
   • Appointments for computer use since June 22, 2020: 471
   • YTD eBook circulations: 18,056, a 29% increase over last year
   • Since beginning curbside service on May 4, 2020:
     o 10,566 checkouts
     o 2,338 transactions
   • Since implementing online card applications in April, 80 new members have registered.

2. Programs
   The Library debuted a new passive program the week of September 28. Library staff installed a StoryWalk ® along the trail in Fisherman’s Park. Pages from a short story will be posted on signs along the path so you can read while you walk. There are several stories planned over the next couple of months.

3. Noteworthy Items
   The Library debuted its new Book Bundles service the week of September 22, 2020. Patrons can request a Book Bundle using our curbside service and they’ll get three books for the ‘price’ of one (a bundle counts as just one item toward the five item limit). The bundles come in a variety of themes based on patrons’ reading preferences. For example, if a reader loves Jodi Picoult, they can request our Jodi Picoult bundle, which will contain two ‘readalikes,’ or books by authors similar to Jodi Picoult, and one ‘wild card’ title.

   At the September 22, 2020, Bastrop City Council meeting, Council approved the acceptance of our $7,902 CARES grant from the Texas State Library and Archives Commission and the Institute for Museum and Library Services. Equipment has been ordered and the self-checkouts should be operational by the end of October.

   The annual Boards & Commissions Volunteer Appreciation Banquet will be Thursday, November 12, from 6:30—8:30pm. Among the safety measures that will be in place is that staff will be taking attendee temperatures at sign-in.

4. Coming Soon
   Library Director Becca Sexton will be out of the office from October 26—October 30. Programs Supervisor Bonnie Pierson will oversee the Library during that time.

   Ms. Sexton will be participating on a panel on library leadership during the COVID-19 pandemic at the October 26 Texas Library Association District 3 virtual fall workshop.

   The Library will be participating in the YMCA’s Halloween Drive By Trick or Treat event on October 31, 5—7pm at the Rodeo Grounds at Mayfest Park.
The Library will partner with Bastrop County Cares to offer a virtual program around caring for your mental health during an unusual holiday season later this fall.

2021 Holidays
- Saturday, April 3: Easter weekend
- Saturday, July 24: close early for Summer Reading finale party
- Saturday, November 13: Hot Rods & Heroes
- Saturday, November 27: Thanksgiving weekend
- Friday, December 24—Monday, December 27: Christmas weekend
- Friday, December 31—Saturday, January 1: New Year’s weekend

5. Patron Feedback
Responses to October newsletter, sent September 22:
- “Wow! I love all the things you all are doing at the Bastrop library. And the newsletter looks AWESOME!!”
- “Y’all are awesome! I love the bundle and storywalk ideas!!”
- “Great newsletter! Thanks for encouraging everyone to register to VOTE!”

Respectfully submitted: Becca Sexton, Library Director
Bastrop Public Library  
Monthly Financial Report  
October 5, 2020

1. Through September 28, 2020, total non-donation revenue for the Library is $21,453.47, including $12,410 in non-resident card fees. To date, the Library has received $11,732.56 in private donations in addition to $15,571.20 donated by the Friends of the Library.

2. Since implementing online bill pay, the Library has brought in $1,308.54 via PayPal. Revenue from printing since the Library opened for computer appointments on June 22 is $503.50.

3. Of the revenue generated via PayPal, $375.64 has been for fines and fees not related to membership. An additional $391.85 in fines and fees was paid via phone, which would not have been possible had we not installed credit card readers in late 2019 to facilitate the new non-resident membership fee. By comparison, during the same time period last year, April 1 through September 28, 2019, the Library brought in $4,795.95 in fines and non-membership fees.

4. FY2020 expenditures from the Library Board fund:
   a. Supplies: $3,591.73
      i. Summer Reading prizes
      ii. Bricks and pavers
      iii. Supplies for Friday morning Coffee & Conversation
   b. Books: $333.59
      i. Largely large type and gardening book purchases from donations in honor of Anne Beck
   c. Professional Services: $350.00
      i. Open House performers

Respectfully submitted: Becca Sexton, Library Director
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**LIBRARY BUILDING FUND DONATION**

**GRANT PROCEEDS**

**MISCELLANEOUS**

**MEETING ROOM DEPOSIT**

**TRANS IN - DESIGNATED FUND**

**ADVERTISING**

**OPERATION SALARIES**

**OVERTIME**

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- DB: 2,478.98
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**AUGUST ACTIVITY**
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**SEPTEMBER ACTIVITY**
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**ACCOUNT TOTAL**
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- BALANCE: 218.08

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**ACCOUNT TOTAL**
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### 81-00-5345  MAINT OF BUILDING

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### 81-00-5401  COMMUNICATIONS

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### 81-00-5505  PROFESSIONAL SERVICES

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### 81-00-5601  ADVERTISING

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### 81-00-5605  TRAVEL & TRAINING
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** REPORT TOTALS **

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--- ERRORS IN THIS REPORT! ---
000 ERRORS IN THIS REPORT!
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SELECTION CRITERIA

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FUND: Include: 505
PERIOD TO USE: Oct-2019 THRU Sep-2020
TRANSACTIONS: BOTH

ACCOUNT SELECTION

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DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: NO
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: YES
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***
Library Open House Plan 2020

Saturday, December 12, 2020
10:00am - 4:00pm Main Activities
6:00-7:00pm Teen Dance Party

Objectives:
1. Provide the Bastrop community with a safe and fun holiday experience at the library.
2. Modify our signature activities to follow recommended safety guidelines.
3. Provide activities that encourage visiting the library but not lingering for an extended amount of time.

Planned Activities:

1. Musical performances
   Every year the library provides music for patrons to increase the festive nature of the day. Musicians are usually local entertainers who are paid for their services.

   Performers tentatively scheduled:
   - Pianist
   - Youth Cellists

   Safety procedures:
   - Performances are instrumental only.
   - Performers will wear masks.
   - Decorations and/or stanchions will create a space of at least 6 feet between the performer and the public.
   - No seating will be provided for the public to discourage lingering.

2. Distribute Graham Cracker House kits
   Decorating prebuilt graham cracker houses is the signature program of the library’s Open House Event. This popular event has been modified so people can still experience decorating the houses with their families.

   - Kits will include a house and a variety of candy.
   - A limited number of house kits will be prepared.
   - Kits will be reserved.
   - Kits will be picked up at the library on the day of the event.

   Safety procedures:
   - Only library staff will create the houses.
   - Staff will be masked and gloved when handling any edible items.
   - Tables and utensils will be cleaned and/or sanitized regularly.
   - Houses will be boxed and sealed with a festive sticker.
   - Candy decorations will be individually packaged and sealed.
   - Sealed candy will be placed in a paper bag for distribution.
   - Kit distribution will take place in the Children’s Area away from high traffic areas.
3. Hospitality Cheer Bag
   A multitude of cookies has always been a part of this event. This aspect has been modified to provide a festive feel to the event while following safety guidelines.

   A limited number of small bags with a few holiday/seasonal items will be given to adults and children on a first come first served basis as they leave the building. Proposed bag items are:
   - A cookie from a local bakery
   - A packet of hot cocoa mix
   - A candy cane
   - A seasonal bookmark

   Safety Procedures:
   - Only library staff will create the bags.
   - Staff will be masked and gloved when handling any edible items.
   - Cookies from the bakery will be either:
     - Individually prepackaged
     - Packaged by library staff into waxed paper sleeves.
   - Tables and utensils will be cleaned and/or sanitized regularly.
   - Bags will be sealed with a ribbon tie.

4. Holiday Story Walk:
   A holiday or seasonal themed story will be displayed along the sidewalk behind the library leading to the park. Families can enjoy the story as they walk to the park without touching the display. The walk will be available for at least a week weather permitting.

   Because of the nature of this activity the health risk is relatively low.

   Safety Procedures:
   - Story boards will be firmly secured to the stands.
   - Stands will be positioned so they can be read easily without being handled.
   - The story will be checked regularly for vandalism or weather damage.
   - The story will not be set up if the weather is unsuitable for walking the trail safely.

5. Photo Booth inside the library:
   A festive backdrop will be available for photos. Depending upon the location in the library, it may be available prior to and after the Open House event.

   Safety Procedures:
   - The display will consist of a backdrop and foreground.
   - No shared props will be available.
   - Any chairs or benches used will be solid surfaces that can be cleaned.

6. Graham Cracker House Decorating Contest:
   City staff and community leaders will be asked to decorate a prebuilt graham cracker house like we will distribute to the public. Participants will receive a kit, decorate the
house and return the finished house to the library prior to the Open House Event. The public will be asked to vote for their favorite house via social media.

Safety Procedures:
- Houses will be built according to the safety procedures previously stated.
- Participants will be asked to wear a mask and wash their hands thoroughly when decorating the house.
- Completed houses will be displayed in the library.
- Houses will not be touched by the public.
- Staff handling the houses will wear gloves.
- Houses will be disposed of after the event.

7. Outdoor Teen Dance Party:
In previous years, our teens have decorated a float and participated in the Lighted Christmas Parade. They enjoy being together, dancing and singing the familiar holiday songs. This activity would allow the teens to have a similar experience while following safe social distancing guidelines.

Safety Procedures:
- The party will be from 6:00 - 7:00pm.
- Two staff members will be responsible for enforcing all safety procedures.
- We will allow a maximum of 15 pre-registered teens.
- Current library entrance standards will be followed.
  - Temperature checks upon arrival
  - Masks covering the mouth and nose at all times
  - Hand sanitizer will be available
- Teens will sign-in.
- We will have social distancing signage displayed.
- The party will be outside, behind the library in the alcove beside the reading room. This area is slightly sheltered but still provides enough space for social distancing. There is also a power outlet in this space for safety and decorative lighting.
- Teens will not be allowed in the library building.
- Any snacks provided will be individually wrapped and spread out on a table.
- Staff will clean up and secure the library when activity is complete, and all teens have left the property.
Phase Three: Limited Capacity (Phase One: Curbside Service & Other Functions continue except as superseded by Phase Three – see end of document)

Staffing
Security guard from Emerald returns to work. All staff working in public spaces will wear masks. Circulation staff may also wear gloves. Volunteers may return to work at the library but only one adult and one teen may volunteer at a time.

PPE Needed
masks, gloves, disinfectant, sneeze guards, hand sanitizer stations for patrons

Other Supply Considerations
Signage and decals to indicate appropriate social distancing, particularly when lining up at service desks. Per the Open Texas guidelines released by the Governor’s Office in early May 2020 and revised on May 18, 2020, signage should include “readily visible signage…to remind everyone of best hygiene practices.” Stanchions will be needed to block off areas of the library including the Reading Room and Creation Station, as well as to limit access to staff work areas.

- Limit number of patrons in the building based on local guidelines. The security guard or other staff member will monitor the building’s entrance to maintain capacity. Hourly head counts may be utilized. Signage at the door will indicate the capacity and that patrons may be asked to wait to enter the building.
  - Access to Local History and Teen rooms limited to two users at a time.
  - Require hand sanitizer use at entrance.
  - Require patrons to wear masks.
  - Patrons will be asked to take temperatures and sign in.
- The Library will have Senior Hours for at-risk populations:
  - Monday, Wednesday, Friday: 10am—12pm
  - Tuesday and Thursday: 1—2pm
  - Saturday: 10—11am
- Use a “Grab & Go” service model.
  - All holds functionality will resume (placing and fulfilling).
  - Encourage patrons to limit visits to 30 minutes or less.
  - Remove some patron furniture and arrange remaining furniture to allow for six feet of distance between users.
  - Book displays will have signage asking that only one person browse at a time to maintain appropriate social distance.
  - Remove all interactive/shared-contact elements, including toys and puzzles.
  - Study Rooms closed to the public.
- Implement contactless and touchless checkout.
- Continue to restrict computer use.
  - Continue to limit the number of computers available, per Phase Two.
  - Staff will disinfect computer stations after every use.
Staff will provide limited tech support and will not use library equipment used by patrons to provide instruction. Laser pointers can be used to demonstrate on-screen guidance from a social distance. If staff must use the keyboard or mouse to troubleshoot a problem, the patron will be asked to step away from computer and staff will wear gloves.

- Interlibrary Loan availability dependent on Texas State Library. (yes as of 10/5/20)
- TexShare Card availability dependent on Texas State Library. (yes as of 10/5/20)
- All programming will continue to be done virtually.
- Meeting rooms will not be available for public use.
- Remove one Public Access Catalog from the Kids Area for appropriate social distancing.
- Patrons may not use staff equipment, including phones, keyboards, or scanners. Staff will not handle patron devices.
- The Friends of the Library Book Nook will re-open, though only one person may browse at a time to allow for safe distancing between users.
- Post Office visits will increase to twice per week.

Phase One: Curbside Pickup Service

Staffing
VOE students may return to work during this time.

Step 1: Requesting Materials

- Patrons will be able to request materials over the phone or online via Google Forms.
- Patrons may request up to five items, including one Book Bundle.
- Patrons may request items for up to three cardholders in their household.
  - In Phase Three, pick-up times will be the same as open hours.
- Same day pick-up requests require two hours notice.
- Materials that include soft parts, like literacy kits, or that require additional sanitizing, such as cake pans, will not circulate.

Step 2: Staff Follow-up

- Each day before opening, staff will pull items requested for pick up that day, check them out, and bag them with the due date receipt. Bags will be labeled with last names and placed on hold shelves.
- Bags will include literature on best practices for safely using library materials, including notes to wash hands after handling items and to “Please stay home if you or anyone in your household is feeling sick. If you or anyone in your household becomes ill while you have library materials checked out, please contact us at 512-332-8880 and we will be happy to renew your materials.”
- Bags may include promotional materials or informational materials that will benefit the community.

Step 3: Curbside Pick-up
• We will designate three of the handicap spots for curbside pickup. When we notify patrons their order is ready, we will ask them to park in one of those spots or, if they arrive and are full, to wait in the parking lot until a spot becomes available. The spots will have signs with the Library’s phone number so that patrons can call when they arrive. In Phase Three, will use Downtown Bastrop signage to designate alternate spots. The spaces at the front of the lot will revert to handicap parking.

• There will be a small table in front of the Library’s main doors. We will inform the patron when they call that their books will be placed on the table and to wait until the Library staff member (or patron before them in line) is back inside with the door closed before taking their materials from the table. We will watch from the doors to make sure items are picked up and will disinfect tables if they are touched, coughed on, sneezed on, etc.

• This way the transaction is contactless. Staff will wear masks, but we will not have to use up PPE such as gloves as staff will only be handling materials and bags that have been in the library (or, in the case of library books, quarantined before recirculation).

Step 4: Book Return

• We will re-open the exterior book drop and will not accept returns via curbside tables.

• The book drop will be emptied two to three times per day by a staff member wearing a mask and gloves. Materials will be carted to the meeting room, where they will be placed on tables labeled with the date of return.

• Books will be quarantined for five days using the Apollo quarantine settings and procedures.

Phase One: Other Functions

• Hold fulfillment resumes. Placing holds dependent upon future Apollo functionality.

• No Interlibrary Loan service.

• TexShare Card availability dependent on Texas State Library.

• Library staff will provide reference services, account assistance, and tech support over the phone during our regular open hours.

• Library cards may be renewed over the phone.

• We will accept payment for fines and fees over the phone and online.

• New users may register for a library card online.

• Programs that can be moved online will be provided virtually via Zoom and Facebook. All other programs and meeting room reservations will be cancelled or postponed.

• Post Office visits will be reduced to once per week.

• We will resume purchasing print materials.
Hello!
My name is Hoobert.

THANK YOU FOR PRACTICING
SOCIAL DISTANCING
6 ft. equals...
209 Children's picture books...or
62 Erin Hunter books!