MINUTES OF THE LIBRARY BOARD
NOVEMBER 16, 2016

Board Members Present:

Kathaleen Rodriguez, Chairperson
Jean Ferguson
Rosario Klier
Jennifer Linde
Carolyn Richard

Board Members Absent:

Cheryl Moore
Gail Robison

City Staff Present:

Carolyn Booker, Director of Library Services

Call to Order and Announce a Quorum is Present (Agenda Item 1)

The scheduled session of the Library Board was called to order by Kathaleen Rodriguez at 7:02 p.m. on Wednesday, January 18, 2017, in the Crawford Meeting Room at the Lewisville Public Library located at 1197 W. Main Street, Lewisville, TX 75067. A quorum was present. (Agenda Item 2)

Approval of Library Board Minutes of November 16, 2016, Regular Meeting

MOTION: Upon a motion made by Board member Rosario Klier and seconded by Board member Jean Ferguson, the Board voted six (6) “a yes” and no (0) “nays” to approve the minutes of the Library Board November 16, 2016 regular meeting.
Visitors/Citizens Forum

There were no visitors present.

Discussion of Library’s Open House: 10 Year Expansion Anniversary

February 16th from 5-7:00. Tours, Friends of the Library information, giveaways, refreshments, musical entertainment, and makerspace dot voting are planned. The Citizen’s University will attend and Library Board members are asked to volunteer to serve refreshments and great patrons.

Discussion of Library Guidelines on Laptop Lending

The Library proposed guidelines which set expectations on borrowing, returning, and other responsibilities associated with use of the Library’s laptops within the building. Wording was changed from “Laptops may be checked out until one hour before closing” to “Laptop checkouts stop one hour before closing.” A typographical error was also corrected. A board member asked how we will advertise this service.

Discussion of Recent Library Purchases

Carolyn Booker provided information on recent library purchases including:
- Credit card terminals for self-checkout machines
- Remainder of new furniture purchases
- Bennett Program Room Expansion (carpet and wall carpet to come)
- PA System
- Projectors in Crawford Room and Small Conference Room
- Lending Laptops and charging cart

Discussion of ESL Program

Denton ISD and the Lewisville Library have entered an agreement to offer ESL classes two mornings a week. The registration date and preliminary testing is set for February 2nd from 10:30-2. Staff plan to promote this service at Basswood Manor Apartments on January 17th.
Reports: Newsletter/Calendar of Events; November and December 2016 Service Statistics; Friends of the Library (Agenda Item 8)

Staffing Update: Cindy Maxfield was promoted to Library Technician 2 in Adult Services, Meredith Kemble was promoted to full time Accounts Library Assistant which means we have two vacant part time Library Technician 1 positions in Adult Services. A Bilingual Services Librarian accepted the position on 1/11/2017 and is expected to start in February. Elizabeth Hanisian is leaving to pursue a teaching career which opens up a Teen Librarian position.

Calendar of Events: January-April Adult, Teen and Youth events have been advertised. A double-sided monthly calendar is available to organize this information.

November and December 2016 Service Statistics:

Friends of the Library: The Annual Budget was approved at the January Meeting. They are seeking active members and will have a meeting on February 14th to plan for the March book sale.

Adjournment (Agenda Item 9)

MOTION: Upon a motion made by Board member Carolyn Richards and seconded by Board member Jean Ferguson the Board voted six (6) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:40 p.m. on Wednesday, January 18, 2017. The motion carried.

APPROVED:

Kathleen Rodriguez, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:
Carolyn Booker,
Director of Library Services, City of Lewisville