MINUTES OF THE LIBRARY BOARD
September 20, 2017

Board Members Present:
Rosario Klier, Chairperson
Jennifer Linde, Vice-Chairperson
Angela Lewallen
Cheryl Moore
Jean Ferguson
Kathaleen Rodriguez

Board Members Absent:
Gail Robison

City Staff Present:
Carolyn Booker, Director of Library Services

Call to Order and Announce a Quorum is Present

The scheduled session of the Library Board was called to order by Rosario Klier at 7:03 p.m. on Wednesday, September 20, 2017, in the Small Conference Room at the Lewisville Public Library located at 1197 W. Main Street, Lewisville, TX 75067. A quorum was present.

Approval of Library Board Minutes of August 16, 2017, Regular Meeting

MOTION: Upon a motion made by Board member Jennifer Linde and seconded by Board member Kathaleen Rodriguez, the Board voted six (6) “ayes” and no (0) “nays” to approve the minutes of the Library Board August 16, 2017 regular meeting.

Visitors/Citizens Forum

There were no visitors present.

Discussion of the Makerspace Timeline
The Library Director presented a draft of the major goals on the timeline for the Makerspace as follows:

September - Construction Design, Hiring Prep and Interviews, prepare cubicle
October - Hiring and Training of Librarian, collection moves for existing materials in the space, etc.
November - Policy, Procedure, Curriculum Development
December - Purchasing Preparation and some early Purchasing
January/February - Construction and Purchasing
March - Setup, staff training, Policy, Procedure, Curriculum Development
April - Launch date, possibly during National Library Week

**Discussion of Performance Dashboard**

The City of Lewisville Performance Dashboard is now available on the website at metrics.cityoflewislville.com. At this time, the Library’s section includes static measures from the 2016 Annual Resident Satisfaction Survey, but more current measures will be added soon. The Library will be maintaining its usage statistics in a new database that can be queried by the Performance Dashboard. Some measures proposed include the number of active cardholders within a date range, total cardholders, average computer use time, website visits, etc.

**Discussion of Western Days**

During Western Days in 2016, the Library experienced the most success engaging with people around the Harry Potter Day program. So, at this year’s Western Days booth, the Library will be promoting its upcoming “Library League of Heroes” event which is planned for November 20, 2017. Staff will also provide superhero themed airbrush tattoos, answer questions about the Library, and make Library cards as requested. The booth will be open from 5:00-9:00 on Friday, September 29 and 10:00-6:00 on Saturday, September 30th. The Library staff would love to have a Library advocate from the Library Board or the Friends during each shift and the board was invited to sign up.

**Discussion of Power Up at Your Library Week, October 1-7**

Carolyn Booker reported on the Library’s plans to focus on online communication and promotion for this event, following a week-long schedule of daily theme ideas such as Pre-Game Sunday, Advocacy Monday, Tinkering Tuesday, Web Widget Wednesday, Powerful Partnership Thursday, Innovative Impact Friday, and Offline Saturday. To support Advocacy Monday, the Library asked if Board Members would be willing to provide video or written testimonials to be used on social media. Cheryl Moore and Kathaleen Rodriguez participated. Cheryl mentioned that she enjoys the website design and took a picture with one of the Library’s charging stations. Kathaleen shared her love of the Library’s audiobooks. Since
this will be primarily a social media campaign, Library Board members were invited to follow the Library on Facebook, Instagram and Twitter. A proclamation is set to be read at the October 2nd City Council meeting.

Member Angela Lewallen mentioned that it would be nice to have shirts for the Library Board for events such as Western Days. Other Board Members agreed and mentioned that it would have been nice at the Library Open House.

Reports: Staffing Update, Calendar of Events; August 2017 Service Statistics; Friends of the Library

Staffing Update. Interviews for the Makerspace Librarian position are being arranged.

The Calendar of Events was presented.

August 2017 Service Statistics were presented.

The Friends of the Library book sale is this weekend with the pre-sale starting at 5:00 on Friday.

Adjournment

(Agenda Item 9)

MOTION: Upon a motion made by Board member Rosario Klier and seconded by Board member Cheryl Moore the Board voted six (6) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:37 p.m. on Wednesday, September 20, 2017. The motion carried.

APPROVED:

Rosario Klier, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville