MINUTES OF THE LIBRARY BOARD
November 15, 2017

Board Members Present:

Rosario Klier, Chairperson
Angela Lewallen
Kathaleen Rodriguez
Gail Robison

Board Members Absent:
Jennifer Linde, Vice-Chairperson
Cheryl Moore
Jean Ferguson

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 Rosario Klier at 7:02 p.m. on Wednesday, November 15, 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 September 20, 2017, Regular Meeting (Agenda Item 2)

MOTION: Upon a motion made by Board member Kathaleen Rodriguez and seconded by Board member Angela Lewallen, the Board voted four (4) “ayes” and no (0) “nays” to approve the minutes of the Library Board September 20, 2017 regular meeting. (Agenda Item 3)

Visitors/Citizens Forum

There were no visitors present.

Report on Request for Reconsideration (Agenda Item 4)
On September 21st, 2017 the Library Director received a request for reconsideration for the book “Life of An American Soldier in Iraq.” The patron requested that the item be relocated to the adult books.

The Library’s procedure upon receiving a request for reconsideration is as follows:

- The Library Director responds to the patron in writing within 5 days to acknowledge receipt of the request for reconsideration and inform the patron of the library’s plan to review the item.
- The Library Director appoints an Ad-hoc Review Committee to read, view, or listen to the material, locate reviews, awards, and author information using professional library literature, library databases, and author or publisher websites, and generate an opinion regarding the item.
- The Review Committee creates a written response to the request for reconsideration and submits the written response to the Library Director.
- The Library Director sends a written response to patron.
- The Library Director reports the receipt of the Request for Reconsideration to the Library Board.

Based on professional review sources and on their assessment of the book, the committee recommended that Life of an American Soldier in Iraq should remain in the juvenile non-fiction book collection.

**Discussion of Library Guidelines for Room Use and study room reservations**

(Agenda Item 5)

The Library staff requested a small change to the Guidelines for Room Use in order to start allowing reservations on two of the six upstairs study rooms. Patrons have been reserving the two study rooms steadily since November 1st. This is allowing the Library to offer the space to more patrons per day and is allowing patrons to plan ahead to use the rooms. Angela Lewallen commented that this seems like a good addition to library services.

**Discussion of Book a Librarian**

(Agenda Item 6)

The Library Board reviewed the website with information for patrons on the Book a Librarian service. The service has had no use since it started on November 1st, but several patrons have discussed it with the staff as a means to have basic computer training. A service like this was recommended by the EDGE assessment. The Book A Librarian Service was recently spotlighted in the Horizon Newsletter. The Board suggested printing hard copies of the form for people, putting information at multiple service desks and perhaps translating the form into Spanish.
Reports: Staffing Update, Calendar of Events; September and October 2017 Service Statistics; Friends of the Library (Agenda Item 7)

Staffing Update. Kristen Dye started as Lewisville’s new Makerspace Librarian on October 26th.

The Calendar of Events was presented.

September and October 2017 Service Statistics were presented. The Library now has metrics on the City’s Performance Dashboard.

The Friends of the Library meeting was held 11/14/2017. The Friends will be purchasing rolling baskets and one cart for the Library’s existing baskets to help with accessibility.

Adjournment (Agenda Item 8)

MOTION: Upon a motion made by Board member Kathaleen Rodriguez and seconded by Board member Gail Robison the Board voted four (4) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:30 p.m. on Wednesday, November 15, 2017. The motion carried.

APPROVED:

Rosario Klier, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville