MINUTES OF THE LIBRARY BOARD
January 16, 2019

Board Members Present:

Rosario Klier, Chairperson
Angela Lewallen
Jennifer Linde, Vice-Chairperson
Gail Robison

Board Members Absent:

Jean Ferguson
Cheryl Moore
Kathaleen Rodriguez

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 6:40 p.m. on Wednesday, January 16, 2019, 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 the October 17, 2018, Regular Meeting
(Agenda Item 2)

MOTION: Upon a motion made by Board member Gail Robison and seconded by Board member Jennifer Linde, the Board voted four (4) “ayes” and no (0) “nays” to approve the minutes of the Library Board October 17, 2018 regular meeting.

Visitors/Citizens Forum
(Agenda Item 3)

There were no visitors present.
Discussion of blueCloud Visibility

The blueCloud Visibility project is not performing as expected. There has been resistance from organic search engines to the amount of data provided. It was expected that the more this data was used, the more our search results would rise in relevance. Lewisville started this project in the last fiscal year to increase visibility of Library materials online. Zaphiera is working with Google and does have a formal agreement so they have hope for improvements. Library staff will monitor performance and determine if this project will continue for Lewisville.

Discussion of Plans for a New Library Strategic Design

The Library Director and Board are interested in updating the Library’s Strategic Design which includes a Mission Statement and Vision. The City of Lewisville is looking at an update of the Lewisville 2025 plan and the City Manager is including the Library as a special topic. The timeline for the project is being developed and is likely to run from March of 2019-May of 2020. The current plan shows that the Library Board will be consulted throughout starting with an overview of the process, will have a full meeting devoted to setting priorities for the future and will also be consulted in the review phase. Citizens will have the opportunity to give input on the Library as a special concentration during engagement events at the boards and commissions, at a major community event, during targeted group sessions and online.

Discussion of Library Divisional Guidelines Under Revision

The Library Director mentioned three Library Guidelines which are currently under revision. She also laid out the reasons the revisions are being requested and asked for feedback.

Internet Policy - Update and overall revisions.

Hive Use Agreement - Session length on laser, advance reservations, additional equipment (i.e. Silhouette Cameo, Silhouette Mint)

Room Use Rules - Removal of Baird Reading Room, allowing all Study Rooms to be reserved by the public, changing length of study room reservation (increase to 3 hours), adding LibCal/online as a means of making reservations

Reports: Calendar of Events; October, November and December 2018 Service Statistics; Hive and Digital Media Lab Use; Friends of the Library; Staffing Update
The Calendar of Events was presented. Board Member Angela Lewallen mentioned that Middle School does not get out until 4:15 now, so that could impact program attendance.

Service statistics and Hive & DML statistics were presented. For The Hive, machine usage was 101 in October, 100 in November, and 164 in December with the Laser being the most popular machine. Visits or people in the space were 1121, 979, and 1058 respectively. Staff started tracking how many times patrons had to wait for the laser and it hit 53 in December. The Library also has metrics on the City’s Performance Dashboard.

The Friends of the Library meetings have been well attended. 10-12 volunteer members attend each time. The Friends are still seeking to fill a board position. The Friends are contributing towards the Story Walk to be installed in Central Park.

The Library hired a new Youth Services Library Supervisor. Renee Kirchner started with Lewisville in November and is quickly becoming an essential part of the team.

Adjournment

(Agenda Item 8)

MOTION: Upon a motion made by Board member Angela Lewallen and seconded by Board member Jennifer Linde, the Board voted four (4) "ayes" and no (0) "nays" to adjourn the meeting of the Library Board at 7:05 p.m. on Wednesday, January 16, 2019. The motion carried.

APPROVED:

Rosario Klier, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville