MINUTES OF THE LIBRARY BOARD  
March 20, 2019

Board Members Present:
Jean Ferguson
Angela Lewallen
Cheryl Moore
Kathaleen Rodriguez

Board Members Absent:
Rosario Klier, Chairperson
Jennifer Linde, Vice-Chairperson
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 Angela Lewallen at 6:50 p.m. on Wednesday, March 20, 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 January 16, 2019, Regular Meeting  
(Agenda Item 2)

MOTION: Upon a motion made by Board member Jean Ferguson and seconded by Board member Kathaleen Rodriguez, the Board voted four (4) “ayes” and no (0) “nays” to approve the minutes of the Library Board January 16, 2019 regular meeting.

Visitors/Citizens Forum  
(Agenda Item 3)

There was one visitor present, Allie Wilkins, who was observing to write up a Board Meeting for a class.
Discussion of Library Board Terms and Application

(Agenda Item 4)

Four Library Board member terms expire on June 30, 2019. Online applications are due Monday, April 15, 2019.

Board Member Jean Ferguson added that council recently made some changes to the board and commission appointment process to encourage leadership development. The new policy statement will allow new people to come on to the boards. It will allow Castle Hills residents to get involved if rotation and expired terms do not make that possible.

Discussion of the Texas State Library Report, Local Fiscal Year 2018

(Agenda Item 5)

Carolyn Booker completed the Texas State Library Report covering the local fiscal year of 2017-2018 in March and submitted it to the State Library as well as to Denton County to accompany our request for funding for the next year. This is important for accreditation.

Some numbers to note were:
Total volumes or electronic and physical units 223,321 compared to 196,341 the year prior.
Total Circulation 620,597 compared to 612,781 the year prior.
Total Programs 1,173 compared to 884 the year prior.
Total Program Attendance 37,257 compared to 25,408 the year prior.
Library Visits 362,113 compared to 349,445 the year prior.
Registered Users 50,751 compared to 48,216 the year prior.

Update on Library Action Steps:
Elementary STEAM wall, Teen Gathering Space, Story Stroll

(Agenda Item 6)

The Library Board reviewed a PowerPoint presentation showing them the progress on the three mentioned action steps, including furniture selections, graphics, finishes, etc. All projects are moving along well.

Reports: Calendar of Events; January and February 2019 Service Statistics; Hive and Digital Media Lab Use; Friends of the Library; Staffing Update; Boards and Commissions Banquet

(Agenda Item 7)
The Calendar of Events was discussed with attention given to Spanish Storytimes, the Homeschool Open House, Game of Thrones, Sashito Stitching, Practice SAT and Open Sew Night. January and February 2019 Statistics and Hive & DML statistics were presented. For The Hive, machine usage was 79 in January, 140 in February with the Laser being the most popular machine. Visits or people in the space were 1098, and 1079 respectively. Angela asked the Library for a way to engage the walk-in traffic in the space since it seemed like only 10% of walk in traffic checked out a machine. Carolyn mentioned several ways that people use the space otherwise such as using design computers, attending a class, or just using the collaborative space. The Library also has metrics on the City’s Performance Dashboard.

The Friends of the Library meetings book sale is planned for this weekend, Friday evening, Saturday and Sunday. The Friends are still seeking to fill a board position.

The Library hired two people for open Part Time LA2 positions and one PT LA1 position. Adult Services is hiring for a Library Technician and Accounts is hiring one more PT LA2.

**Adjournment**

(Agenda Item 8)

**MOTION:** Upon a motion made by Board member Cheryl Moore and seconded by Board member Kathaleen Rodriguez, the Board voted four (4) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:34 p.m. on Wednesday, March 20, 2019. The motion carried.

**APPROVED:**

[Signature]
Rosario Klier, CHAIRPERSON
LIBRARY BOARD

**PREPARED BY:**

[Signature]
Carolyn Booker,
Director of Library Services, City of Lewisville