MINUTES OF THE LIBRARY BOARD
August 21, 2019

Board Members Present:

Rosario Klier, Chairperson
Jean Ferguson
Vivek Gupta
Angela Lewallen
Jennifer Marvel
Cheryl Moore

Board Members Absent:

Jennifer Linde, Vice-Chairperson

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 6:30 p.m. on Wednesday, August 21, 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 June 19, 2019, Regular Meeting

MOTION: Upon a motion made by Board member Jean Ferguson and seconded by Board member Angela Lewallen, the Board voted six (6) “ayes” and no (0) “nays” to approve the minutes of the Library Board June 19, 2019 regular meeting.

Visitors/Citizens Forum

There were no visitors present.

Welcome New Board Members and Introduction of All Board Members

(Agenda Item 1)

(Agenda Item 2)

(Agenda Item 3)

(Agenda Item 4)
A new Library Board Roster was distributed and new Board Members Vivek Gupta and Jennifer Marvel were welcomed. Board Members introduced themselves.

**Discussion of Online Reservations** (Agenda Item 5)

This week the Library launched an Online Reservations system allowing library card holders to register for classes and events, reserve a study room or meeting room, and reserve equipment in The Hive makerspace and Digital Media Lab. A valid Lewisville library card in good standing and a library PIN are required to reserve a room or equipment. The Online Reservations system offers library users the convenience of online access to check room and equipment availability, ensure use of rooms and equipment when they arrive at the Library, and provides email confirmation and reminder notifications.

Further improving service, all six study rooms on the 2nd floor of the Library are now managed by reservation. By managing all the study rooms by reservation, we can help meet the high demand for the rooms and make them more accessible to everyone. The checkout period for study rooms also increased to one 3-hour period per day per card holder.

The Library Board were given an online walk through of the website.

**Discussion of Request for Reconsideration** (Agenda Item 6)

The Library received a request for reconsideration on Chew Vol. 2 by John Layman and Rob Guillory. The Library Director appointed a committee to review the item and its location and inclusion in the Lewisville Public Library Collection. After careful consideration, the item will remain in the Adult Graphic Novel collection and the patron was notified.

**Discussion of 2025 Update and Library Strategic Design Update** (Agenda Item 7)

The Library Director presented several important dates and progress on the Lewisville 2025 Update and Library Strategic Plan update. The engagement process will include a workbook for people to use to guide them, meetings, online surveys, staff and Library Board meetings, etc.

September 18th – At the Library Board meeting we will have Karen Walz as a guest, who will facilitate a discussion about the Lewisville 2025, all topics and information. She will then have some dialogue with us about how these impact the Library and how the Library impacts them.

November 20th – The Library Board meeting will include an opportunity to refine the ideas brought forward during the September 18th discussion. The Library Board will then go into a
more detailed session on the Library which can be used for the update of the Library Strategic Design.

A Community Wide big event is scheduled for January 29, 2020 at the MCL Grand.

Election of Officers [Agenda Item 8]

Jean Ferguson moved to reelect Rosario Klier as Chair of the Library Board. Cheryl Moore seconded the motion. The Board voted six (6) “ayes” and no (0) “nays” to approve the motion.

Rosario Klier moved to nominate Jennifer Linde as Vice Chair of the Library Board. Angela Lewallen seconded the motion. The Board voted six (6) “ayes” and no (0) “nays” to approve the motion.

Reports: Calendar of Events; June and July 2019 Service Statistics; Hive and Digital Media Lab Use; Friends of the Library; Staffing Update. [Agenda Item 9]

The Calendar of Events was discussed. June and July 2019 Statistics and Hive & DML statistics were presented.

For The Hive, machine usage was 116 in June, and 130 in July with the Laser being the most popular machine. Visits or people in the space were 1272 and 940 respectively. The Library also has metrics on the City’s Performance Dashboard.

The Friends of the Library semi-annual book sale is coming on Friday, September 20 to Sunday, September 23rd. Volunteers are needed for set up and the book sale itself. Nancy Sansom is coordinating this year and can be contacted at nancysansom@comcast.net.

The Library is currently interviewing for a Library Technician 2 position in Youth Services and will be posting a Library Technician position in Adult Services shortly.

Adjournment [Agenda Item 8]

MOTION: Upon a motion made by Board member Rosario Klier 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 7:20 p.m. on Wednesday, August 21, 2019. The motion carried.

APPROVED:
Rosario Klier, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville