MINUTES OF THE LIBRARY BOARD
August 19, 2020

Board Members Present:
Jennifer Linde, Chairperson
Angela Lewallen, Vice-Chairperson
Denise Borges
Jean Ferguson
Vivek Gupta
Jennifer Marvel

Board Members Absent:
Cheryl Moore

City Staff Present:
Carolyn Booker, Director of Library Services
Kelly Brouillard, Adult Library Services Supervisor

Call to Order and Announce a Quorum is Present

The scheduled session of the Library Board was called to order by Jennifer Linde at 6:32 p.m. on Wednesday, August 19, 2020. All Board Members and Library staff joined by videoconferencing. A quorum was present.

Approval of Library Board Minutes of the January 15, 2020, Regular Meeting

MOTION: Upon a motion made by Board member Vivek Gupta 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 January 15, 2020 regular meeting.

Visitors/Citizens Forum

There were no visitors present.

Welcome New Board Member and Introduction of All Board Members
A new Library Board Roster was discussed, and new Board Member Denise Borges was welcomed. Denise is a graduate of the Citizen’s University. Board Members introduced themselves.

Election of Officers (Agenda Item 5)

The Library Board Chair Rosario Klier’s term of office expired in June of 2020 and she accepted a new position on the Park Board. The positions of Chair and Vice Chair are to be elected annually. The Library Board Chair runs the meetings and is also appointed to serve on the 4B Board, which meets once per year as part of the budget process. The Vice Chair runs Library Board meetings in the absence of the Chair.

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

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

Review Library Services during the COVID-19 Health Emergency (Agenda Item 6)

Carolyn Booker presented on how the Library adapted from March to August of 2020 during the COVID-19 Health Emergency. The phases of shutdown and reopening were discussed as well as accomplishments along the way. Jennifer Linde asked how the Library would limit the number of people in the Library during the next phase of reopening which will allow for browsing. This has not yet been decided; however the majority of the Library’s tables and chairs will be removed. Jennifer Linde also mentioned that many organizations are having success with appointments.

Update on Library Action Steps, Proposed Budget for FY 20-21 (Agenda Item 7)

Carolyn Booker presented on the Library’s proposed reduction action steps for fiscal year 2020-2021. Overall a $284,486 reduction was requested which is 10% of the Library’s budget. Reductions proposed included discontinuing Hoopla, reducing travel and training, reducing the budget for Library programming and collection development, and reducing library hours from 60
per week to 50. Board Chair, Jennifer Linde, expressed her disappointment in losing the Sunday hours, but understood that the budget was presented with a difficult challenge.

**Reports:** Virtual Programming; Friends of the Library; Staffing Update. (Agenda Item 8)

The Library staff have learned quite a bit about recording, editing and posting video content for patrons as our only alternative to our popular in-person programming.

Library Virtual Programming Schedule for September
- Monday - Chapter Book Read Aloud (pending closed captioning)
- Tuesday - Preschool Story Time, Book Talk Tuesday (Adult Services)
- Wednesday - Spanish Family Story Time
- Thursday - Toddler Time, Stay Crafty (4th Thursday)
- Friday - Fun Stuff (Youth Services)

Aug. 15th Virtual Book Club: Robot Overlords, 3:00 p.m. – 4:00 p.m.
Aug. 20th Virtual Book Club: Overbooked! 8:00 p.m. – 9:00 p.m.
Sept. 15th - Online TAG (Teen Advisory Group) meeting

The Friends of the Library Members have been meeting via Zoom during the Library’s closure. The next Friends of the Library book sale has been rescheduled for October 23-25 and the Friends are preparing for what might be necessary to hold a successful sale.

The Library has a Full Time Library Technician in Technical Services is retiring in September. The Library will rehire for the Library Technician position and will also be hiring for a PT Library Assistant 1 as we approach the next phase of reopening. The Library has had a Full Time Library Assistant in Account retire, has had a PT Library Assistant 2 resignation, have two pending PT Library Tech 1 resignations in Adult Services pending, and has a PT Library Tech 2 resignation pending in Youth Services. None of these positions will be refilled per the reduction in hours action step.

**Adjournment** (Agenda Item 9)

**MOTION:** Upon a motion made by Board member Vivek Gupta and seconded by Board member Denise Borges the Board voted six (6) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:43 p.m. on Wednesday, August 19, 2020. The motion carried.

APPROVED:
PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville