



**MINUTES OF THE LIBRARY BOARD**  
**July 21, 2021**

**Board Members Present:**

Jennifer Linde, Chairperson  
Jennifer Marvel  
Vivek Gupta  
Raquel Maloney  
Robin Swaringen  
Marvin Jones

**Board Members Absent:**

Denise Borges

**City Staff Present:**

Carolyn Booker, Director of Library Services  
Kelly Brouillard, Adult Library Services Supervisor

**Call to Order and Announce a Quorum is Present**

**(Agenda Item 1)**

The scheduled session of the Library Board was called to order by Jennifer Linde at 6:30 p.m. on Wednesday, July 21, 2021. Six Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of the April 21, 2021, Regular Meeting**

**(Agenda Item 2)**

**MOTION:** Upon a motion made by Board member Vivek Gupta and seconded by Board member Raquel Maloney, the Board voted six (6) “ayes” and no (0) “nays” to approve the minutes of the Library Board April 21, 2021 regular meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

Councilman Brandon Jones and Councilman William Meredith attended the meeting to present Agenda Item 4.



**Presentation of Certificates of Appointment**

**(Agenda Item 4)**

Councilman William Meredith welcomed the Library Board’s two new Members and thanked all Board Members for their time and service.

Councilman Brandon Jones presented certificates of appointment to all Library Board Members and thanked them.

**Welcome New Board Members and Introduction of All Board Members**

**(Agenda Item 5)**

Robin Swaringen and Marvin Jones introduced themselves to the Board and existing Board Members introduced themselves.

**Consider Approval of Room Use Guidelines**

**(Agenda Item 6)**

Carolyn Booker showed the Library Board several proposed changes to the Library’s Room Use Guidelines including limiting food consumption to the alcove in the west lobby and allowing study rooms to be reserved up to three days in advance rather than one. Vivek Gupta asked what the change in food consumption was in response to and Carolyn Booker responded that it has been an issue for a long time. The previous Room Use Guidelines allowed snacks, but staff would find the remains of whole pizzas, patrons would complain of food smells, and the mess on furniture and equipment was a problem that sometimes caused a pest issue. Jennifer Marvel asked if the change to three days would be easy to implement on our reservation software and Carolyn Booker responded that it would be an easy change.

**MOTION:** Upon a motion made by Board member Robin Swaringen and seconded by Board member Jennifer Marvel, the Board voted six (6) “ayes” and no (0) “nays” to approve the Library’s Room Use Guidelines.

**Presentation of National Voter Registration Act Implementation Plan**

**(Agenda Item 7)**

This presentation was included as an FYI for the Library Board on a responsibility they may not be aware of. The Texas Secretary of State recently asked all public libraries in Texas to file an implementation plan for how we fulfill our role as a designated voter registration agency. In response, the Library Staff developed the attached procedure. Over the next few months staff will be asked to attend training on our responsibilities for voter registration and we will have training on an ongoing basis as well. Two Board members mentioned that they were not asked about voter



registration when renewing recently. Robin Swaringen asked how close the nearest registrar is located.

**Discussion of Homebound Library Card**

**(Agenda Item 8)**

The concept for a new Library Card type is in development and will likely come before the board for approval in August. The idea is to offer a way for homebound residents of Denton County to apply for a library card, get access to our online resources, and allow a designee to come pick up and return their library materials. The Library hopes to promote this during National Library Card Signup Month. Basic guidelines were reviewed on how residents could apply.

**Discussion of Annexation Library Card**

**(Agenda Item 9)**

A second new Library Card type is in development and will likely come before the board for approval in August. After annexation, the Lewisville Public Library would like to proactively offer library services by sending a household library card to each residence that is now part of the City of Lewisville. These cards would provide immediate access to online resources and could be upgraded to a full privilege card at any time. The current plan is that they would expire one year after mailing. Robin Swaringen asked what the cost would be and Carolyn Booker answered that it would be right around \$3,000.

**Update from 4B Board**

**(Agenda Item 10)**

The Lewisville 4B Board met on July 19<sup>th</sup> to consider the budget for 2022. A summary of the approved budget and Library budget requests was presented. The Library's request to restore the same number of hours (60) and programming levels as pre-covid is partially funded in 4B, with the rest funded in the general fund. The Library plans to distribute Sunday hours to other days to realize savings and efficiencies long-term, so the request includes 6-8 PM on Thursdays and 9-11 AM on Friday and Saturday. Other funded projects included restoring library collection funding, retaining LinkedIn Learning, restoring magazine and newspaper subscriptions, and compensation adjustments for 4B funded personnel. The 4B board voted to approve the budget requests.

**Reports: Friends of the Library; Staffing Update**

**(Agenda Item 11)**

The Friends of the Library are now meeting on the 2<sup>nd</sup> Tuesday of the month at 4:00 in person at the Library. Their last meeting was in June where the results of the June book sale were reviewed. The Friends were pleased with the results of their first post-COVID book sale. They held the sale on the same weekend as the Summer Reading Program kickoff event.

The Lewisville Library recently hired an Adult Services Librarian to fill a vacancy, have a new Library Assistant starting tomorrow to fill a position that was funded at mid-year in order to



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resume more Library hours. Because it was an internal promotion, the Library is now hiring for a PT Library Technician.

**Adjournment**

**(Agenda Item 12)**

**MOTION:** Upon a motion made by Board member Vivek Gupta and seconded by Board member Raquel Maloney 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, July 21, 2021. The motion carried.

APPROVED:

  
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Jennifer Linde, CHAIRPERSON  
LIBRARY BOARD

PREPARED BY:

  
\_\_\_\_\_  
Carolyn Booker,

Director of Library Services, City of Lewisville