



MINUTES OF THE LIBRARY BOARD
April 21, 2021

Board Members Present:

Jennifer Linde, Chairperson
Angela Lewallen, Vice-Chairperson
Jennifer Marvel
Vivek Gupta
Raquel Maloney
Denise Borges

Board Members Absent:

Jean Ferguson

City Staff Present:

Carolyn Booker, Director of Library Services
Kelly Brouillard, Adult Library Services Supervisor
James Kunke, Director of Community Relations and Tourism

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 6:32 p.m. on Wednesday, April 21, 2021. Six Board Members and Library staff joined by videoconferencing. A quorum was present.

Approval of Library Board Minutes of the January 20, 2021, Regular Meeting

(Agenda Item 2)

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 20, 2021 regular meeting.

Visitors/Citizens Forum

(Agenda Item 3)

There were no visitors present.



Review 2025 Plan Update

(Agenda Item 4)

Carolyn Booker introduced Karen Walz of Strategic Community Solutions. Karen gave the Library Board a briefing on the Lewisville 2025 Vision Plan Update, which was approved by City Council on April 19, 2021. Denise Borges asked if there were any delays or budget impacts from COVID on the Vision Plan Update. Karen Walz responded that there was a delay in adoption and we may see some delay in future action steps. Jennifer Linde commented that it was good to see that the Update includes places for all abilities to play. Vivek Gupta commented on how housing affordability is a challenge and Karen Walz responded that a Housing Plan is an early priority.

The Board was asked if they saw any further connections for the Library with the 2025 Vision Plan Update, that could be integrated into the Library's business plan. Jennifer Linde mentioned that the Library should continue to be a community space and further quality of life in Lewisville. Denise Borges thought that the Library could further develop their deployment of mobile internet devices to help with the Connected City big move.

Presentation by City Staff about City Charter Amendments on the May 1 Ballot

(Agenda Item 5)

Carolyn Booker introduced James Kunke, Director of Community Relations and Tourism. James came to educate and inform on the upcoming Charter Amendments that are on the ballot for May 1. The four propositions were presented.

Consider Approval of Collection Development Guidelines

(Agenda Item 6)

Carolyn Booker asked the Library Board to review the proposed update to the Lewisville Public Library's Collection Development Guidelines. The purpose of collection development guidelines is to lay the framework for building and maintaining the library collection, based on our library's goals and our community's needs. These guidelines include criteria for what should and should not be selected for the library collection and ultimately can be used to defend intellectual freedom. The Lewisville Library had an existing set of guidelines that were due for an update and revision.

MOTION: Upon a motion made by Board member Jennifer Marvel and seconded by Board member Vivek Gupta, the Board voted six (6) "ayes" and no (0) "nays" to approve the Library's Collection Development Guidelines.

Review Texas State Library Report for FY 2019-2020

(Agenda Item 7)



Carolyn Booker reviewed the Texas State Library Report for the Lewisville Library for FY 2019-2020. The report is broken into categories and once all submissions are reviewed and approved, the data can be compared against other libraries in Texas and is also shared with nationwide data sources. The report covers basic library information, library outlets (facility information), expenditures, local financial effort, revenues, library collection, local library services, staffing and salaries, resource sharing, internet and electronic services, library hours, and this year it also included a special section concerning the COVID.19 health crisis. The report is due this month and is required to maintain accreditation.

Due to a mid-year budget reduction, the library's materials expenditures and operating expenditures were down over the previous year. Usage of the collection, facility, programming, and reference services were all impacted due to service reductions during the COVID 19 health emergency. It is important to note that in item 11.1, Annual Public Service Hours for Central Library, the criteria for the question required the Library to answer 1,308. This excludes 432 hours of limited access, which for Lewisville included appointment only building access plus pickup window and telephone service. It also excludes 897 hours of pickup window and telephone service. Another important note is necessary to understand the answer to C19.1.1, Number of Weeks the Library Facility Was Closed to the Public. The criteria for this question required the Library to answer 29. This includes 5 weeks fully closed, 1 week of materials return only, 7 weeks of pickup window and phone service, and 16 weeks of appointment only building access, which also included pickup window and phone service. Neither of these questions is used for accreditation.

The Library Board was given time to ask their questions and the Library Board Chair was asked to sign the report. Denise Borges asked for the previous year's library visits for comparison. She commented that we did really well during COVID and asked if there were any impacts on funding.

Reports: Friends of the Library; Staffing Update; Potential for In-Person Meetings.

(Agenda Item 6)

Friends of the Library meetings are now set for the second Thursday of the month at 10 am via Zoom. The Friends are currently planning a book sale for the weekend of the Summer Reading Program Kick-Off Event, which would be June 4 and 5.

Staffing Update: Adult Services has a new Librarian starting in June. A PT Library Assistant 1 was recently promoted to PT Library Assistant 2. The Library is currently hiring for two PT Library Assistant 1 positions in Accounts.



The ability to host meetings via Zoom could change depending on extending the Declaration for Emergency. Library Board members will be informed when we convert from Zoom back to in-person meetings. This could happen as soon as June.

Adjournment

(Agenda Item 7)

MOTION: Upon a motion made by Board member Vivek Gupta and seconded by Board member Jennifer Marvel the Board voted six (6) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:46 p.m. on Wednesday, April 21, 2021. The motion carried.

APPROVED:



Jennifer Linde, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:



Carolyn Booker,
Director of Library Services, City of Lewisville