

MINUTES OF THE LIBRARY BOARD
January 26, 2022

Board Members Present:

Jennifer Linde, Chairperson
Jennifer Marvel
Denise Borges
Vivek Gupta
Raquel Maloney
Robin Swaringen

Board Members Absent:

Marvin Jones

City Staff Present:

Carolyn Booker, Director of Library Services
Claire Powell, City Manager

Call to Order and Announce a Quorum is Present

(Agenda Item 1)

The special called session of the Library Board was called to order by Jennifer Linde at 6:33 p.m. on Wednesday, January 26, 2021. Five (5) Board Members and City staff attended. A quorum was present.

Approval of Library Board Minutes of the December 15, 2021, Regular Meeting

(Agenda Item 2)

MOTION: Upon a motion made by Board member Raquel Maloney and seconded by Board member Robin Swaringen, the Board voted five (5) “ayes” and no (0) “nays” to approve the minutes of the Library Board December 15, 2021 regular meeting.

Visitors/Citizens Forum

(Agenda Item 3)

There were no visitors present.



Introduction of City Manager, Claire Powell

(Agenda Item 4)

Claire Powell took over as City Manager in January. Claire has worked for the City of Lewisville as an Assistant City Attorney and an Assistant City Manager. Claire introduced herself and got to know the Library Board members.

Board member, Vivek Gupta, arrived at 6:39.

Raquel Maloney asked what the typical day of a City Manager is like.

Library Fines Proposal

(Agenda Item 5)

The Library is working on a presentation for City Council asking them to consider eliminating future overdue fines and to waive existing overdue fines. The Library Board was asked to review the presentation and to give their feedback on whether the presentation sufficiently addressed the reasons behind overdue fine elimination, and whether is sufficiently addressed concerns that may arise about overdue fine elimination. Several questions were brought up, including how many blocked patrons have used their cards in the past two years. The thought was that this would show how many of these existing fines are so old, that they will never be paid. Robin Swaringen suggested that the Library emphasize that being blocked for fines takes away computer access in addition to other library services.

MOTION: Upon a motion made by Board member Jennifer Marvel and seconded by Board member Raquel Maloney, the Board voted six (6) “ayes” and no (0) “nays” to recommend eliminating future overdue fines and waiving existing overdue fines.

Development of Library Departmental Business Plan

(Agenda Item 6)

The Library received feedback on Departmental Goals, Strategies, Performance Metrics, and got community feedback over the past month.

Week 1: Goals, Strategies, Tasks - 34 responses

Week 2: Performance Metrics - 26 responses

Week 3: Community Feedback – 15+

Library Leadership is brainstorming using this feedback to develop tasks and performance metrics for the Business Plan. For example:

Goal	Strategy	Task
Connect People	Ensure easy access to library services and materials city-wide. Explore various	Offer Mobile App



	methods of service delivery such as digital and virtual platforms, facilities, apps, and outreach.	
Inspire Reading	Select and maintain a robust and diverse collection of books and media.	Maintain per capita materials budgets

Goal	Strategy	Performance Metric
Library Mission / The Lewisville Way	We take pride in serving our community through teamwork, communication, and integrity.	Develop customized monthly Performance Metric reports for each Library Division, Accounts, Adult, Youth, Technical Services, Administration
Inspire Reading	Support and encourage reading with early literacy programs, reading initiatives, book clubs, reading recommendations, displays, bibliographies and more.	Evaluate 1,000 Books Before Kindergarten Program

Reports: December Service Statistics, Friends of the Library; Staffing Update.

(Agenda Item 7)

The December Service Statistics for the Library were reviewed.

The Friends of the Library held the book sale on Friday, January 7th and 8th. They raised \$1,350.

Staffing Update: Library Accounts is currently interviewing for a full-time Library Assistant position and is reviewing applications for a PT Library Assistant 2 position.

Youth Services is currently interviewing for a PT Library Tech 2 position and will work on posting a PT Library Tech 1 position next.

Adjournment

(Agenda Item 9)

MOTION: Upon a motion made by Board member Robin Swaringen and seconded by Board member Vivek Gupta the Board voted six (6) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:44 p.m. on Wednesday, January 26, 2022. The motion carried.



LEWISVILLE


Deep Roots. Broad Wings. Bright Future.

APPROVED:



Jennifer Linde, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:



Carolyn Booker,
Director of Library Services, City of Lewisville