



**MINUTES OF THE LIBRARY BOARD**  
**September 15, 2021**

**Board Members Present:**

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

**Board Members Absent:**

Marvin Jones

**City Staff Present:**

Carolyn Booker, Director of Library Services

**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, September 15, 2021. Six (6) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of the August 18, 2021, Regular Meeting**

**(Agenda Item 2)**

**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 approve the minutes of the Library Board August 18, 2021 regular meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

There were no visitors present.

**Presentation on Castle Hills Resident Survey on Library Usage**

**(Agenda Item 4)**



Running from September 10 to September 24<sup>th</sup>, Castle Hills residents are invited to complete a survey about their current and desired library usage. The survey will help Library staff understand current Library usage of Castle Hills residents and determine interest in existing and potential library services. The Library will use results to improve marketing of the Lewisville Library to Castle Hills residents. For example, services of interest that Lewisville offers will be included in the brochure sent with the Annexation Welcome library cards. The Library Board read over the list of survey questions.

Vivek Gupta asked how the survey would be shared. Information about the survey, along with the survey link, will be in the September issue of the Castle Hills newsletter, posted on Nextdoor for the Castle Hills area, and posted in the Facebook page, Castle Hills Community Lewisville, TX Official Page. Vivik volunteered to comment on the post so it moves to the top of the feed.

**Staff Presentation Regarding the Bond Election Called for Tuesday, November 2, 2021**

**(Agenda Item 5)**

Carolyn Booker shared information on the upcoming November 2<sup>nd</sup> Bond Election. City Council called a bond election so voters can decide on a proposed debt issuance of \$95 million to build a planned public safety complex.

**Consider Approval of Interlibrary Loan Guidelines**

**(Agenda Item 6)**

The Library recommended changes to the Interlibrary Loan Guidelines. Changes were needed to bring Lewisville in line with borrowing and lending recommendations of the Texas State Library, so that Lewisville is now lending the same types of materials that they are allowing its patrons to borrow. Previously Lewisville would only lend circulating nonfiction print items that have been in the library's collection for a minimum of one year. The Texas State Library does pass through a reimbursement per lend, so this should increase Lewisville's reimbursement as we lend more. Vivek Gupta asked how popular the Interlibrary Loan service was and Raquel Maloney pointed out that the August Library statistics showed that Lewisville had 95 ILL requests, 76 ILLs received, and that Lewisville loaned 8 items to other libraries through ILL.

**MOTION:**

Robin Swaringen moved to approve the Interlibrary Loan Guidelines. Vivek Gupta seconded the motion. The Board voted six (6) "ayes" and no (0) "nays" to approve the motion.

**Reports: August Service Statistics, Friends of the Library; staffing update.**

**(Agenda Item 7)**



The August Service Statistics for the Library were reviewed.

The Friends of the Library met on September 14<sup>th</sup> to discuss date for their upcoming book sale. January 2022 and June 2022 on the same weekend as the Summer Reading Kickoff are tentatively scheduled.

Staffing Update: The Library has hired two Library Technicians in Adult Services, and is in the process of hiring a Library Technician II in Youth Services and a PT Library Assistant 1 in Account Services to resume full hours on October 1. The Library is hiring two Library Technicians to fill vacancies.

**Adjournment**

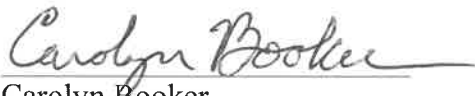
**(Agenda Item 8)**

**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 adjourn the meeting of the Library Board at 7:19 p.m. on Wednesday, September 15, 2021. The motion carried.

APPROVED:

  
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Jennifer Linde, CHAIRPERSON  
LIBRARY BOARD

PREPARED BY:

  
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Carolyn Booker,  
Director of Library Services, City of Lewisville