



**MINUTES OF THE LIBRARY BOARD**  
**April 20, 2022**

**Board Members Present:**

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

**Board Members Absent:**

Jennifer Marvel  
Denise Borges

**City Staff Present:**

Carolyn Booker, Director of Library Services

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

**(Agenda Item 1)**

The regular meeting of the Library Board was called to order by Jennifer Linde at 6:31 p.m. on Wednesday, April 20, 2022. Four (4) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of the January 26, 2022, Special-Called Meeting**

**(Agenda Item 2)**

**MOTION:** Upon a motion made by Board member Vivek Gupta and seconded by Board member Raquel Maloney, the Board voted four (4) “ayes” and no (0) “nays” to approve the minutes of the Library Board January 26, 2022 special-called meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

There were no visitors present.

**Update on Library Fines Proposal**

**(Agenda Item 4)**



On January 26, 2022, the Library Board unanimously voted to recommend eliminating overdue fees and waiving existing fees. Since then, the Library Director gave a presentation to City Council at their Retreat in March of 2022. Council reacted positively, so Library Staff have continued preparing to go fine free. An agenda item has been proposed for the May 2<sup>nd</sup> City Council meeting. If the City Council approves the ordinance as proposed, all existing overdue fees will be waived on May 20<sup>th</sup> and no further overdue fees will be accessed starting May 20<sup>th</sup>. Marvin Jones asked what percentage of the Library's budget was dependent on revenues from overdue fees. Carolyn Booker answered that all overdue fees go back to the general fund, and that they generate about \$40,000-\$70,000 per year. This is a very small percentage of the Library's operating revenue, which is over two million.

If approved on May 2<sup>nd</sup>, on May 3<sup>rd</sup>, the Library will post a press release about the pending changes and flyers will be distributed at the desks and self-checkout kiosks. On May 20<sup>th</sup>, further announcements will be made including website changes, social media posts, posters and electronic posters in the Library, an email will be sent to cardholders, and information will be changed on existing collateral and future notices. A draft of the press release was distributed to the Library Board. The Library Board discussed what the public's reaction to this change will be. Vivek Gupta researched more about going fine free after the last meeting and mentioned that the reaction online was mixed, but that regular library users would be pleased with the change. He also mentioned very positive results of some libraries going fine free, with an increase in returned items, patrons reactivating their accounts, and increased circulation.

**Library Guideline Revisions – Library Card Privileges, Interlibrary Loan, Laptop Lending**

**(Agenda Item 5)**

In order for the Library to discontinue overdue fines effective May 20<sup>th</sup>, the following revisions are proposed to three Library Guidelines. The effected guidelines were reviewed with the following general changes.

**Library Card Privileges**

Updated wording on proof of address

Removal of overdue fines

New section:

Limitations on Library Accounts – Overdue Items. Adds that accounts with overdue item will be blocked

New (relocated) section:

Limitations on Library Accounts – Accumulated fines or fees of \$5 or more -

Board member Robin Swaringen arrived.

**Interlibrary Loan**



Minor changes. Refers to guidelines within guidelines  
Full privilege or homebound accounts  
Removal of overdue fines

#### Laptop Lending

Change the loan period from 4 hours, to the remainder of the day  
Instead of overdue fine, \$50 fee if removed from facility – instead of \$10 per hour or any portion of an hour

**MOTION:** Upon a motion made by Board member Robin Swaringen and seconded by Board member Vivek Gupta, the Board voted five (5) “ayes” and no (0) “nays” to approve the revisions to Library Guidelines for Library Card Privileges, Interlibrary Loan, and Laptop Lending.

#### **Reports: January, February and March Service Statistics, Friends of the Library; Staffing Update.**

**(Agenda Item 6)**

The January, February, and March Service Statistics for the Library were reviewed. Print/Media Circulation for March was almost back to the same level as March 2019. Robin Swaringen noticed a decrease in Research Database usage, but it was noted that January saw a spike in usage, so February and March usage were normal.

The Friends of the Library recently voted to purchase Summer Reading Incentives, a new planter for a growing ponytail plant, and Nintendo Switch equipment for teen programs. Their next book sale will be held Friday, June 3<sup>rd</sup> and 4<sup>th</sup>.

Staffing Update: Library Accounts is currently interviewing for two part-time Library Assistant I positions and a seasonal PT Library Assistant I. Youth Services is hiring for a Seasonal PT Library Assistant I, are currently interviewing for a PT Library Tech 1, and will post a Bilingual Librarian position soon. Marvin Jones wondered if recruiting is hard for the bilingual librarian position and it was noted that it was difficult to fill the first two times it was posted in the history of the position. Robin Swaringen mentioned that the upcoming Texas Library Association conference in Fort Worth will be a good opportunity to recruit.

#### **Adjournment**

**(Agenda Item 9)**

**MOTION:** Upon a motion made by Board member Vivek Gupta and seconded by Board member Robin Swaringen the Board voted five (5) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:10 p.m. on Wednesday, April 20, 2022. The motion carried.



**LEWISVILLE**

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**APPROVED:**

  
\_\_\_\_\_  
Jennifer Linde, CHAIRPERSON  
LIBRARY BOARD

**PREPARED BY:**

  
\_\_\_\_\_  
Carolyn Booker,  
Director of Library Services, City of Lewisville