



**MINUTES OF THE LIBRARY BOARD**  
**August 17, 2022**

**Board Members Present:**

Vivek Gupta, Chairperson  
Jennifer Marvel, Vice Chair  
Marvin Jones  
Raquel Maloney  
Kay Stephenson

**Board Members Absent:**

Denise Borges  
Anna Saju

**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 Vivek Gupta at 6:32 p.m. on Wednesday, August 17, 2022. Five (5) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of the June 15, 2022, Regular Meeting**

**(Agenda Item 2)**

**MOTION:** Upon a motion made by Board member Marvin Jones and seconded by Board member Raquel Maloney, the Board voted five (5) “ayes” and no (0) “nays” to approve the minutes of the Library Board June 15, 2022 regular meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

There were no visitors present.

**Welcome New Library Board Members and Introductions**

**(Agenda Item 4)**



Kay Stephenson introduced herself and is excited about being more involved in the Library. Her teen daughter was on the Library Board in another City.

**Update on Library Budget Requests for  
FY2022-2023**

**(Agenda Item 5)**

The Library's action steps for the next fiscal year were introduced and included:

- Library Manager
- Staff Development Day
- Collection Funding
- BLUEcloud Mobile Library App
- Study Space
- New Book Shelving
- Microfilm Scanner
- Youth Play and Lounge Seating
- Transfer Community Room Operations from PARD to Library
- Janitorial Increase

**Consider Guidelines for Community  
Room Reservations**

**(Agenda Item 6)**

The Lewisville Public Library plans to operate the Community Room much like it already operates. This differs from other Library spaces in many ways, with a deposit and fee being the largest difference. Improvements to residents will be an online calendar where room availability is visible and online reservations and payment may be made. A draft of the guidelines was presented and reviewed.

**Reports: June and July Service Statistics,  
Friends of the Library; Staffing Update.**

**(Agenda Item 7)**

The June and July service statistics were reviewed.

The Friends of the Library met on July 12<sup>th</sup> and August 9<sup>th</sup>. In July, the Friends decided to change their membership to volunteer based, rather than fee based in order to improve membership and encourage involvement. In August the Friends approved funding requests for \$377.50

Staffing Update: The Library is currently hiring a new bilingual librarian, and also has openings for two part-time Library Technician positions for Adult services, two part-time Library Assistant II positions in Accounts, and one part-time Library Technician in Youth Services. Board members asked about pay for these part-time positions and discussed the current labor



market. The PT Library Assistant II position starts at \$12.75 per hour, PT Library Technician starts at \$15.50 per hour.

**Adjournment**

**(Agenda Item 9)**

**MOTION:** Upon a motion made by Board member Raquel Maloney and seconded by Board member Kay Stephenson the Board voted five (5) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:19 p.m. on Wednesday, August 17, 2022. The motion carried.

APPROVED:

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Vivek Gupta, CHAIRPERSON  
LIBRARY BOARD

PREPARED BY:

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Carolyn Booker,  
Director of Library Services, City of Lewisville