



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

**MINUTES OF THE LIBRARY BOARD
September 21, 2022**

Board Members Present:

Vivek Gupta, Chairperson
Jennifer Marvel, Vice Chair
Denise Borges
Raquel Maloney
Anna Saju
Kay Stephenson

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 regular meeting of the Library Board was called to order by Vivek Gupta at 6:34 p.m. on Wednesday, September 21, 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 Raquel Maloney and seconded by Board member Denise Borges, the Board voted five (5) “ayes” and no (0) “nays” to approve the minutes of the Library Board August 17, 2022 regular meeting.

Visitors/Citizens Forum

(Agenda Item 3)

There were no visitors present.

Welcome Baby Program

(Agenda Item 4)



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Board member Kay Stephenson arrived.

The Welcome Baby program, funded by the Friends of the Library, started in the second week of September. This program provides babies from birth to 12 months old a free care package with lots of early-literacy goodies, including:

- a reusable tote bag with Welcome, Baby! art and Library logo/website
- a board book (titles vary - bilingual Spanish/English books also available by request)
- a *Rock-A-Bye Baby Reader* with Mother Goose rhymes and early-literacy tips
- an early-literacy brochure for parents, including a fun calendar of easy activities for parent and baby
- a bookmark with suggested books from our board book and picture book collections
- a handmade (knitted, crocheted, or sewn) kitten made by the Friends or other volunteers, when available

The goals of this year-round, ongoing program include welcoming babies to the Library, educating parents about early literacy and encouraging them to read to their babies, increasing awareness of library collections and services, and simply getting more books into children's homes -- which can impact them in many positive ways throughout their lives. (Limit one bag per family.) Board members asked about marketing this program to new groups such as daycares, OBGYN offices, parenting groups, pediatricians, Pediplace, and on social media groups.

Seed Library

(Agenda Item 5)

The Library's Seed Library went live for patrons on September 17th on the same day as the Library's Seed and ... Keep Lewisville Beautiful supplied all the seeds and educational information and we are supplying the space! We have several hundred seeds of vegetables, herbs, and native wildflowers available for visitors to take. Visitors to the Little Seed Library can take up to five seed packets (on the honor system) and also donate seeds back to the library. There are envelopes and forms in a tray on the top of the card catalog if people want to donate seeds and a binder full of educational material and growing instructions, as well as a QR code visitors can scan to get those same growing instructions digitally. I also have some bookmarks with gardening books if patrons are interested in more information.

The seed library also has its own page on the library website at <https://library.cityoflewisville.com/learn-discover/little-seed-library>. The friendly URL for it is library.cityoflewisville.com/seedlibrary.

Board members asked if they are limited on what types of plant seeds can be donated, and it is not limited.



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**Consider Guidelines for Community
Room Reservations**

(Agenda Item 6)

The Lewisville Public Library plans to operate the Community Room much like it already operates. The Library Board reviewed a first draft at the last meeting. After meeting with the Parks department and working on the guidelines over the past month, an updated draft is available today. The largest change is the addition of the Certificate of Insurance section. We also defined “responsible party,” limited date changes to one, and added some language that has been helpful to the Parks Department staff in the past. A draft of the guidelines was presented and reviewed.

MOTION: Upon a motion made by Board member Vivek Gupta and seconded by Board member Kay Stephenson the Board voted six (6) “ayes” and no (0) “nays” to approve the proposed guidelines.

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

(Agenda Item 8)

The August service statistics were reviewed. Board members were told about an upcoming Preschool Homecoming program and that the Library will be hosting a booth at Western Days.

The Friends of the Library did not meet in September.

Staffing Update: The Library is currently hiring a new Library Manager, PT Administrative Assistant, and is interviewing for a part-time Library Technician in Youth Services.

Adjournment

(Agenda Item 9)

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 adjourn the meeting of the Library Board at 6:55 p.m. on Wednesday, September 21, 2022. The motion carried.

APPROVED:

Vivek Gupta, CHAIRPERSON



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LIBRARY BOARD

PREPARED BY:

A handwritten signature in black ink that reads "Carolyn Booker". The signature is written in a cursive style and is underlined with a long horizontal line extending to the right.

Carolyn Booker,
Director of Library Services, City of Lewisville