



**MINUTES OF THE LIBRARY BOARD
February 15, 2023**

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, February 15, 2022. Five (5) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of
the November 16, 2022, Regular Meeting**

(Agenda Item 2)

MOTION: Upon a motion made by Board member Raquel Maloney and seconded by Board Vice Chair Jennifer Marvel, the Board voted five (5) “ayes” and no (0) “nays” to approve the minutes of the Library Board November 16, 2022 regular meeting.

Visitors/Citizens Forum

(Agenda Item 3)

There were no visitors present.

**Update on Tittle McFadden Public
Safety Complex Construction and**

(Agenda Item 4)



Parking Impacts

Construction on public parking has progressed over the past few months, which was noted by board members. Striping and final concrete pours at lot transitions and sidewalks has been occurring over the past few weeks. Lots potentially open by Friday or the week of Feb. 17. Once complete, the large support building and parking garage area will be blocked off and the contractor will get moving on construction. Approximately 95 spaces were restriped in the East parking lot, 18 spots were added to the Herring Parks and Recreation Center lot, and 35 spots were added to the Civic Circle lot. Board Member Marvin Jones asked what the staff's response to the parking situation has been.

Update on Library Staff Development Day and Library closure – February 22nd

(Agenda Item 5)

The agenda for the Library's Staff Development Day was presented to the Library Board.

Reports: Library Tax Assistance Programs, Carrollton Nonresident Fee, November, December and January Service Statistics, Friends of the Library; Staffing Update.

(Agenda Item 8)

The Lewisville Library works with AARP Tax Aide and United Way's Volunteer Income Tax Assistance (VITA) programs.

- AARP Tax Aide is available by appointment on Mondays for a basic federal tax return. Appointments are almost all booked from February 6-April 17.
- VITA is provided on a first-come, first-served basis every Thursday from January 26-April 13th from 5-7:30. Sign-in opens at 4:30.

The City of Carrollton is expected to expand their non-resident fee to non-Carrollton residents of Denton County on October 1st, 2023. Board Chair Vivek Gupta noted that this will create a demand for a branch. He expects that Castle Hills residents will feel like this is a loss due to annexation. He asked if we are in contact and communicating with the Library Director in Carrollton and asked if Carrollton will share data with Lewisville regarding usage patterns for Castle Hills residents. For instance, do they heavily attend programs, or want to browse materials. The need for a planned response and communication plan was also expressed.



The November, December and January service statistics were reviewed. When the City of Lewisville reopened from inclement weather and LISD was still closed, the Library saw a large increase in visitors and circulation.

- 2/3 (noon opening) 511 door count, 918 items
- 2/3 (Friday) 1033 door count, 1948 items
- 2/4 (Saturday) 1270 door count, 2168 items

The Friends of the Library voted in new officers in February. Cathy Chapman is the new President, Cari Peretzman is the new Vice President, Nila Dakshinamurthy is the new Secretary and Helen Munro and Arun Madavan Kumar are co-treasurers. The Friends approved funding for Summer Reading Program incentives and a laptop for the treasurer and book scanning.

Staffing Update: The Library recently hired Allison Scheu as our Adult Services Supervisor, promoted a PT Library Technician to a PT Library Technician II in Youth Services, hired a Library Technician in Technical Services, a PT Library Technician in Adult Services, a PT Library Assistant 1 in Accounts, and is now hiring for another PT Library Assistant 1 in Accounts and for a Library Technician in Youth Services.

Adjournment

(Agenda Item 9)

MOTION: Upon a motion made by Board member Marvin Jones 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 7:15 p.m. on Wednesday, February 15, 2023. The motion carried.

APPROVED:

Vivek Gupta, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville