



**LEWISVILLE**

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**MINUTES OF THE LIBRARY BOARD  
June 21, 2023**

**Board Members Present:**

Vivek Gupta, Chairperson  
Raquel Maloney  
Kay Stephenson  
Traci Logue

**Board Members Absent:**

Anna Saju  
Marvin Jones  
Jennifer Marvel, Vice Chair

**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 7:32 p.m. on Wednesday, June 21, 2023. Four (4) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of  
the April 19th, 2023, Regular Meeting**

(Agenda Item 2)

**MOTION:** Upon a motion made by Board member Kay Stephenson 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 April 19, 2023 regular meeting.

**Visitors/Citizens Forum**

(Agenda Item 3)

There were no visitors present.

**Election of Officers**

(Agenda Item 4)



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The last election for Library Board officers was held in June 2022. Three Library Board positions have been reappointed including Raquel Maloney, Jennifer Marvel and Vivek Gupta. Effective July 1, a new member, Zach Manuel, has been appointed in Place 7.

**MOTION:** Upon a motion made by Board member Traci Logue and seconded by Board member Kay Stephenson the Board voted four (4) “ayes” and no (0) “nays” to approve Vivek Gupta as Library Board Chair and Raquel Maloney as Vice Chair.

**Laptop Lending Guidelines and Laptop Theft**

**(Agenda Item 5)**

Over the past three months, two of the Library’s ten laptops have been removed from the facility, and not yet returned. The Library would like to make some technological, procedural, and guideline changes to address and potentially prevent future loss. The Library Director brought a draft of the guideline changes for review. 1. Acknowledgement of guidelines required before checkout. 2. “Embargo Period” of 3 months would require that patrons have a library card for 3 months, with no outstanding balance, before checking out a laptop. Theft of Library Materials frequently occurs on the first checkout. 3. Added “Failure to Follow Guidelines” section. Relocated fee information here and added “If patron fails to return the laptop or pay the replacement cost in lieu of returning said equipment by seven days after the due date, the matter will be reported to the Lewisville Police Department as theft of city-owned property.”

The Guidelines were reviewed and the Library Director will bring this item back on a future agenda.

**Update on Library Website Update**

**(Agenda Item 6)**

A redesign of the Library’s Website is underway. Staff is aiming for content migration in early-July; launch new site in late-July/early August. The Library Board viewed a mockup of the new wireframe which features a library catalog and website search box and a “book river” for the library to spotlight materials from the collection on the home page.

**Update on Summer Reading Program**

**(Agenda Item 7)**

Youth has given out a record number of reading logs; had to print more already!  
SRP Kickoff: 1,277 gate count between 2-4 p.m.

Monday Night Live

June 5: Wildlife on the Move - 231

June 12: Raagaleena Dance Academy - 158

June 19: Brett Roberts' The Colors of Kindness Magic Show - 188

Attendance at Teen programs has been very good



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KPop Dance Class: 22  
Teen Afterhours Game Night: 11  
Money Basics for Teens: 17 teens, 10 adults  
Adult program attendance has been very good.  
Acrylic Clock Pour - 16  
Roses in Your Garden - 13  
Make Your Own Spice Blends - 9  
Basket Weaving - 9  
Sounds of Lewisville Outreach – 122  
Puzzle Exchange – 150 puzzles dropped off so far

**Reports: April and May Service  
Statistics, Friends of the Library;  
Staffing Update.**

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**(Agenda Item 8)**

The June Friends of the Library Book sale earned \$3,100. The extended hours for the pre-sale were received positively by customers, so that practice of opening at 4:00 will continue. The next meeting is July 13<sup>th</sup> at 9:00 am. The Friends are considering moving their winter book sale to early December from January.

The Library is hiring for two part-time Library Services Assistants, one of whom left for a full-time position in Arlington.

**Adjournment**

**(Agenda Item 9)**

**MOTION:** Upon a motion made by Board member Raquel Maloney and seconded by Board member Kay Stephenson the Board voted four (4) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:03p.m. on Wednesday, June 21st, 2023. The motion carried.

APPROVED:

Vivek Gupta, CHAIRPERSON  
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,  
Director of Library Services, City of Lewisville