



MINUTES OF THE LIBRARY BOARD
July 19, 2023

Board Members Present:

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

Board Members Absent:

Zack Manuel
Traci Logue

City Staff Present:

Carolyn Booker, Director of Library Services

A quorum of the Library Board may be present during the Mayor's Quarterly Update at 6:00 in the Bennett Program Room

(Agenda Item 1)

Call to Order and Announce a Quorum is Present

(Agenda Item 2)

The regular meeting of the Library Board was called to order by Vivek Gupta at 6:30 p.m. on Wednesday, July 19, 2023. Five (5) Board Members and Library staff attended. A quorum was present.

Approval of Library Board Minutes of the June 21, 2023, Regular Meeting

(Agenda Item 3)

MOTION: Upon a motion made by Board member Jennifer Marvel 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 19, 2023 regular meeting.



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Visitors/Citizens Forum

(Agenda Item 4)

There were no visitors present.

Report on Lewisville's Interlibrary Loan Services

(Agenda Item 5)

The Library Director presented an overview of what Interlibrary Loan is, our basic guidelines, how often our service has been used in the past twelve months, and introduced a new ILL suspension procedure to be used if patrons keep an item 30 days past due.

Report on Public Art Project for the Library Location

(Agenda Item 6)

The Library Director presented an overview of a current art project for the Arts Advisory Board which was approved this fiscal year and is to be placed in the Library. The Board provided general guidance that they would like to be involved in the project. Board members are interested.

Consider revisions to Laptop Lending Guidelines

(Agenda Item 7)

Following two laptop thefts, the Library proposes revisions to the Laptop Lending Guidelines. 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 "The patron shall have seven (7) days from the check-out date to either return the laptop in good condition, resulting in the removal of the replacement cost from the patron's account or pay the replacement cost of the laptop in lieu of returning the laptop. The failure to do so is a theft of city-owned property. Accordingly, the matter will be reported to the Lewisville police department." One correction to a misspelled word was proposed.

MOTION: Upon a motion made by Board member Kay Stephenson and seconded by Board member Raquel Maloney, the Board voted five (5) "ayes" and no (0) "nays" to accept the proposed Library Laptop Lending Agreement as revised.

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

(Agenda Item 8)

June service statistics were reviewed. Since inactive patron records are now purged on a monthly basis, after a hiatus for COVID impacts, that was noted. Since Library Board member



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Kay Stephenson is an avid eBook and eAudiobook user, she was interested to note that physical materials still circulate much for than ematerials.

A Friends of the Library meeting took place on June. The next book sale is set for December 1 and 2.

The Library is interviewing for two part-time Library Services Assistants.

Adjournment

(Agenda Item 9)

MOTION: Upon a motion made by Board member Raquel Maloney and seconded by Board member Vivek Gupta the Board voted five (5) "ayes" and no (0) "nays" to adjourn the meeting of the Library Board at 7:02 p.m. on Wednesday, July 19th, 2023. The motion carried.

APPROVED:

Vivek Gupta, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville