



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

**Board Members Present:**

Vivek Gupta, Chairperson  
Raquel Maloney, Vice Chair  
Jennifer Marvel  
Kay Stephenson  
Anna Saju – Arrived at 6:35  
Zack Manuel  
Abigail Crafton – Not sworn in

**Board Members Absent:**

**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, November 15, 2023. Six (6) Board Members and Library staff attended. A quorum was present.

**Approval of Library Board Minutes of  
the August 16, 2023 Regular Meeting**

**(Agenda Item 2)**

**MOTION:** Upon a motion made by Board member Raquel Maloney and seconded by Board member Kay Stephenson the Board voted six (6) “ayes” and no (0) “nays” to approve the minutes of the Library Board August 16th, 2023 regular meeting.

**Welcome New Library Board Member  
and Introductions**

**(Agenda Item 3)**

Library Board Members and staff introduced themselves and welcomed Abigail Crafton to the Library Board. Board Member, Anna Saju, arrived.

**Visitors/Citizens Forum**

**(Agenda Item 4)**



There were no visitors present.

**Consider updates to Library Collection Development Guidelines**

**(Agenda Item 5)**

The Library Director went over planned changes to the Library Collection Development Guidelines.

The main objectives for the change were to:

1. Limit the formal reconsideration process to Lewisville residents.
2. Require a reconsideration form for each item in question.
3. Not allow multiple or ongoing reconsideration requests for the same item, unless the Collection Development Guidelines change.
3. Update wording on demographics and collections.

Board Member Jennifer Marvel noted a numbering error and suggested renumbering the section with gaps.

**MOTION:** Upon a motion made by Board member Jennifer Marvel and seconded by Board member Raquel Maloney the Board voted seven (7) “ayes” and no (0) “nays” to approve the proposed revisions to the Collection Development Guidelines as revised. Because Board Member Abigail Crafton was not sworn in, the vote was six (6) “ayes” and no (0) “nays.” The motion carried.

**Reports: Public Art Project Committee, August, September, and October Service Statistics, Friend of the Library, Staffing Update.**

**(Agenda Item 6)**

Raquel Maloney reported on the status of the Public Art Project. The City received around 241 applications, which the committee are reviewing based on criteria. There are lots of great proposals. Nine committee members will narrow down and interview finalists.

August, September, and October Service Statistics were reviewed.

Friends of the Library – a meeting was held on November 9<sup>th</sup> and the Friends are preparing for their upcoming Book Sale, December 1 and 2. At recent meetings, the Friends approving purchasing 150 more Welcome Baby bags and supplies, Turkey and Ham for today’s Thanksgiving staff potluck, and two Christmas trees.



The Adult Services Department is currently hiring two part-time Library Services Representatives. An existing staff member was promoted to Library Technician and the other vacancy was due to a resignation.

**Adjournment**

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**(Agenda Item 7)**

**MOTION:** Upon a motion made by Board member Kay Stephenson and seconded by Board member Raquel Maloney the Board voted seven (7) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:05 p.m. on Wednesday, November 15<sup>th</sup>, 2023. Because Board Member Abigail Crafton was not sworn in, the vote was six (6) “ayes” and no (0) “nays.” The motion carried.

APPROVED:

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Vivek Gupta, CHAIRPERSON  
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,  
Director of Library Services, City of Lewisville