



**MINUTES OF THE LIBRARY BOARD**  
**March 20, 2024**

**Board Members Present:**

Vivek Gupta, Chairperson  
Raquel Maloney, Vice Chair  
Kay Stephenson  
Abigail Crafton

**Board Members Absent:**

Jennifer Marvel  
Anna Saju  
Zach Manuel

**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 6:30 p.m. on Wednesday, March 20<sup>th</sup>, 2024. Four (4) Board Members and City staff attended. A quorum was present.

**Approval of Library Board Minutes of the January 17, 2024, 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 January 17, 2024 regular meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

There were no visitors present.

**Discuss Summer Reading Theme and Marketing Ideas**

**(Agenda Item 4)**



The Library is rebranding our Summer Reading Program to Destination Summer. This is beneficial for a few reasons:

- Consistent brand for summer from year to year > recognizable rather than changing with a new theme each summer
- Summer is about more than just reading and books so move away from "Summer Reading Program" > the Library is a summer destination for reading, learning, and fun!
- CSLP doesn't offer great themes, art or graphics, especially for teen and adult

The Friends of the Library recently approved funding to buy shirts for Library staff as well as door mats for the Library's entrances. The Library Director asked the Board, what other ways does the Library Board think that the Library should market Destination Summer?

Social Media – City of Lewisville – post to other sites

Cross pollinate – get members to share on private groups neighborhoods. Board members can repost water bill insert-

Thrive signage/Herring

### **Discuss Paint and Carpeting Project**

**(Agenda Item 5)**

Painting of the Library started in February. The second floor painting is complete, 85% of Youth Services, and the Administration/Technical Services/Accounts workroom is 90% complete. Painting has been relatively undisruptive to service, but carpeting is more difficult. On February 22<sup>nd</sup>, during our staff development day, the contractor installed carpet in both entrances, the elevator and stairwell landing. Contractors will begin carpeting more of the public area on April 13<sup>th</sup> and closures of public areas will be necessary. Because a 3<sup>rd</sup> party is needed to move the Library shelving, the bulk of carpeting in the public area will occur April 16-27, and again May 20-30. We anticipate closing wings of the Library to patrons, and staff will be able to shelve and retrieve holds during those closures, other than days when furniture is moving. At another time, the Library will need to close each main entrance to the Library for 4 days while the contractor paints on a lift in the lobby and recarpets from the security gates inward.

### **2023 Achievement in Excellence in Libraries Award**

**(Agenda Item 6)**

The Lewisville Public Library in Lewisville, Texas received the 2023 Achievement of Library Excellence Award from the Texas Municipal Library Directors Association (TMLDA,) an affiliate of the Texas Municipal League. To successfully receive the Achievement of Library Excellence Award, the library must exhibit excellence by providing services to underserved and special populations, enhancing services, marketing in innovative ways, promoting cultural, topical, and educational programming, providing literacy support, providing summer reading clubs, pursuing collaborative efforts, supporting workforce development, providing for digital



inclusion, and comprehensively training staff. Of the 545 public libraries in Texas, only 84 received this award in 2023.

The Library's submission for the award spotlighted achievements such as our Staff Development Day, Seed Library, Dia de los Ninos/Dia de los Libros, upgraded technology in the Digital Media Lab, website redesign, and more!

**Reports: Public Art Project Committee,  
January Service Statistics, Friends of the  
Library; Staffing Update.**

**(Agenda Item 7)**

The Library Board reviewed a video shared by Michele Gutlove, which showed her watercolor and photoshop process used in development of her proposal. At the Arts Board meeting on 3/19/2024, the Arts Board accepted Michele's proposal with the request that she integrate more color and texture of the prairie and shoreline at the base of the column. Michele will tweak her proposal and imagery, with the plans to share the proposal with City Council on 4/1/2024.

January Service Statistics were reviewed.

The Friends of the Library met on 3/14. They are preparing for their Summer Book Sale, to be held on May 31 and June 1. The Friends funded a request for marketing materials for Destination Summer and a request for door hardware which will allow the Library to further automate our process for using study rooms and meeting rooms.

Staffing Update: Allen Wiskera was promoted from Youth Services Technician to Adult Services Librarian. The Library has offered his position to someone and they will start on April 3<sup>rd</sup>. The Library is currently hiring for two Library Services Assistants.

**Adjournment**

**(Agenda Item 8)**

**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 7:06 p.m. on Wednesday, March 20, 2024. The motion carried.

APPROVED:

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Vivek Gupta, CHAIRPERSON  
LIBRARY BOARD



**LEWISVILLE**

Deep Roots. Broad Wings. Bright Future.

PREPARED BY:

*Carolyn Booker*

Carolyn Booker,  
Director of Library Services, City of Lewisville