



# Library Advisory Board

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## Library Board--Minutes

Monday, May 9, 2016 – 7:00 pm  
Conference Room  
Smith Public Library  
300 Country Club Rd., Bldg. 300  
Wylie, Texas 75098

### CALL TO ORDER

*Announce the presence of a Quorum.*

Members present: Mindy Ayers, Shirley Burnett, Kenneth Cash, Karen Adams, Janice Borland & Rachel Orozco, Board Liaison

Members absent: Todd Abronowitz & Gerri Washington

### CITIZENS COMMENTS ON NON-AGENDA ITEMS

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*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

No citizens were in attendance.

### PRESENTATION

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No presentation was given at the meeting.

### ACTION ITEMS

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The Library Board Minutes of Monday, March 14, 2016 were approved as presented.

### DISCUSSION ITEMS

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**Borrower Policy Update:** Staff has been making proposed revisions they would like to submit to the Board for review and consideration. For example on page 1 adding "Patrons must present their library card for all transactions." This covers anything that a library card is required for. The age 17 and under requirement for parents to sign for a library card can't be changed. Rachel checked with the City Attorney and was told it is a contract so the age can't be lowered.

On page 2 Leap Frog tapes have been phased out in place of downloadable books. Also, on this page it has been decided that due to the amount of holds on popular DVD's there will be a seven day checkout instead of the three weeks that is currently allowed.

**Borrower Accounts:** We added a clause stipulating that patrons may be contacted via email or other method as determined regarding overdue materials, holds, and advance notice of due dates. In the future communication may also be by text and/or patrons could have a choice of email or text notifications.

**Renewals:** After a discussion with the Municipal Court Judge it has been determined that we aren't going to send people to court because of the cost and work involved. We will leave the language in the policy for now because it is an ordinance and always an option. Invoices will continue to be sent out instead and they do seem to get a response.

**Interlibrary Loan:** Changes to this section include changing five requests to two per month, stating ILLs may not be renewed, lending library can determine check-out period and may designate material for in-house use only. ILL's are labor intensive and five are too many for our staff to keep up with. Method of notification is revised to include "email or other method of notification can also be used for ILL notifications".

**Reserving Materials:** Magazines have been added to the materials that may not be put on hold. The notification clause has also been changed in this section. New language has been added regarding the responsibility of borrower to verify due date of materials.

**Billing:** This is a new section that has been added to clarify methods of payment and information that needs to be included when payment is submitted.

**Extended Use Fees:** Leap Frog has been deleted from here also as we have phased these out in lieu of downloadable books.

Rachel will get a copy of the fee list for the Board. We are looking at changing the fees for black and white and color copies because the currently are \$.10 and \$.25 which are inexpensive. The cost of the ink cartridges has drastically increased.

**Damage or Loss of Materials:**

**Library Theft:** This language is quoted straight from the City ordinance.

The Board was encouraged to review the Policy again and anything they have questions about or notice something that was overlooked please let Rachel know. Rachel will also let the Board know if staff determines any other changes they would like to make.

## **STAFF REPORTS**

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**County Funding Meeting with Judge Self:**

Rachel attended a meeting with Judge Self about County funding for libraries. He said he could support funding for libraries except for McKinney and Allen because they don't need funding. He indicated Wylie is on the edge of being considered a big library but didn't care if they were considered big or small. For the purposes of funding we would prefer to remain on the small list in order to receive the County funding.

The issue of mental health was discussed and how libraries historically and still do serve as a place for people who have no other place to go. There was a discussion about the learning disabled and how all libraries serve adults with learning disabilities. Judge Self is interested in the mental health issues in Collin County.

Rachel will help prepare the power point presentation for the County Commissioner's budget meeting and will attend in support of the smaller libraries but will not give a presentation. This meeting will take place in July and Rachel will send out a reminder to the Board Members in the event they would like to attend.

**Library FY16-17 Proposed Budget:**

The proposed budget has been submitted and including within that is a request to open an additional two hours on Wednesday nights. In connection with that request additional staff or additional hours for current staff will be needed:

- Circulation: 20 hour clerk/shelver; 4 additional hours for technician  
 Adult: Part-time reference librarian to full time. This request is being made whether the additional hours are granted or not because this department is short staffed. Adding an additional part-time reference assistant in order that the Electronic Services librarian can work the desk less to accomplish other tasks.  
 Youth Services: 4 additional hours to be given to a current part-time employee.

**Summer Reading Club:**

Summer reading club kickoff is Friday, June 10 from 9:00am to 11:45am. The Friends of the Library will have a table to hand out bottles of water and give out their information. The American National Bank is donating the bottles of water.

The Summer Reading Club booklet was handed out to all Board Members for their reference.

**Upcoming Special Events:**

Youth Services book clubs and Wagging Tales do not meet in May in preparation for Summer Reading Club.

**Booked on Fridays: May 13 @ 12:00 Noon**

Bring your lunch at noon the 2<sup>nd</sup> Friday of each month for fun reads and light conversation.

- May: The Monsters of Templeton by Lauren Groff

**Good Yarn Knitting Group: May14 @ 10:30am**

Knitters of all ages and experience welcome. Bring your yarn and needles. If you're new to knitting, we recommend size 8 (5mm) needles and medium weight (4) yarn.

**Friends of the Library Meeting: May 19 @ 6:00pm**

The Friends of the Smith Public Library hold their monthly meetings on the 3<sup>rd</sup> Thursday of every month at 6:00 PM in the Conference Room.

**Summer Reading Kickoff: June 9 from 9:00-11:45am**

Enjoy bounce houses, the Perot Museum Tech Truck, inflatable slide, petting zoo, and much more! This is an outdoor event so please plan accordingly. Fun and free for the whole family! Overflow parking is available at Wylie High School with complimentary shuttle to the Municipal Complex. Brought to you by the Smith Public Library & the Wylie Recreation Center.

**Summer Reading 2016: On Your Mark, Get Set....Read!**

See handout for additional details and schedule.

**ADJOURNMENT**

Meeting adjourned at 7:47 pm.



Mindy Ayers, Chair

8.8.16

Date