CITY OF WYLIE

Library Advisory Board

Library Board--Minutes

Monday, January 10, 2011– 7:00 pm
Bluebonnet Room
Smith Public Library
800 Thomas Street
Wylie, Texas 75098

CALL TO ORDER

Announce the presence of a Quorum.

Members present: Shirley Burnett, Grace Morrison, Mindy Ayers, Junaid Najamuddin, Gerri Washington, Rachel Orozco (Board Liaison)

Members absent: Lucy Shriver, Brett Bim

CITIZENS COMMENTS ON NON-AGENDA ITEMS

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.

PRESENTATION

The shelving should arrive next week and two crews will set up. When the shelves are up the movers will come and move the collection.

Nature Maker will install the tree the third week of February.

Donna, Ofilia, Cheryl and Debbie have been busy interviewing for the remaining positions. The last week in January we will hold a training session with all staff. The first of February new library staff will take the Myers Briggs assessment and do some team building.

The lighting will have the diffusers taken off to create more light.

The board was asked to assist with putting plates on books and acting as patrons to test the equipment at the new location.

ACTION ITEMS

1. The Library Board Minutes of Monday, December 13, 2010 were approved as presented.

DISCUSSION ITEMS

The meeting room policy was discussed. Rachel met with Mindy and expressed her concerns about charging non-profit organizations. It was decided that the fee for the large meeting room be charged at the rate of $30.00 per hour for non-profit and a $45.00 per hour charge to for-profit organizations. Mindy brought up the subject of scheduling meeting room space after library business hours. Language was added to the Meeting Space Fees section to include after hours use at the rate of $100.00 per hour.

The foyer area fee structure was set at $25.00 per hour for non-profit and $40.00 charged to for-profit.

It was proposed that the hours of the library and the meeting space be listed separately to eliminate confusion.

Section 2.b – Proposed changes: organizations "must apply 48 hours in writing using the forms available at the library. Payment must be made in full at time of application. Cancellations must be made 48 hours in advance for refund".

Section 2.h – "Individuals/Organizations" was revised to read "Those using the meeting room" as a more general statement. This sentence was also changed to read: "minimum so that it does not" for clarification.

Section 2.k – language was added to state: "Those who violate this policy will be charged a damage fee assessed by the city staff."

Section 3.c - revised to read: "Light refreshments may be served but no alcoholic beverages."

Library staff reserves the right to observe all meetings. Also, a staff member will open the meeting room space and check the condition. When the meeting is over a staff member will check the condition of the meeting space again to look for any damage.

Discussion was held regarding security camera placement, operation and reviewing.

A motion was made to approve the Meeting Room Policy which was approved as revised.

STAFF REPORTS

There is a Friends meeting this Thursday. They are also holding an event Saturday from 11:00am to 4:00pm at the Wylie Art Gallery to decorate more tiles.

Tomorrow is the first meeting in the new City Council chambers.

January 24 is a special Board Meeting and the next regular meeting is February 14.

February 19 – 9:00am-4:00pm – Rachel plans to attend the North Texas Regional Library System event at the Decatur Civic Center.

ADJOURNMENT

Meeting adjourned at 8:15 pm.

Grace Morrison

Grace Morrison, President

5-3-2011

Date