



# Library Advisory Board Minutes

In-person Meeting  
July 24, 2023 – 7:00 p.m.  
Council Chambers

## **CALL TO ORDER**

*Announce the presence of a Quorum.*

Vice-Chair, Toshia Kimball, called the meeting to order at 7:00 p.m. The following Library Board members were present: Irene Chavira, Toshia Kimball, Monica Munoz, Brian Ortiz, Roberta Schaafsma, Justin Strauch, Zachary Todd & Ofilia Barrera, Board Liaison. All Board members are present.

**STAFF SPOTLIGHT:** Lisa Galletta: Assistant Library Director

Lisa gave a general overview of her role at the Library. She mentioned her tenure, her previous experience, and responsibilities that include overseeing the Tech Services Department and supporting the Circulation Supervisor, Cheryl Glidewell, daily as well as assuming the role of Director when Ofilia is out. Ofilia mentioned that Lisa also serves as the Library liaison, and is a voting Board member, for the fundraising group which is called the Friends of the Library.

## **CITIZEN'S COMMENTS ON NON-AGENDA ITEMS**

*Residents may address the Board regarding an item that is not listed on the Agenda. Residents must provide their names and addresses. The 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 present at the meeting.*

## **CONSENT AGENDA**

A. Consider and act upon approval of the minutes of the June 26, 2023 Library Board Meeting.

### **Board Action:**

The Library Board Minutes of June 26, 2023.

- ◆ Toshia encouraged everyone to review the minutes then asked for feedback, and there were no changes or questions related to the minutes.

- ◆ Ofilia explained that despite the fact that some members did not attend that meeting, they could give approval to add these minutes to the public record.

→ Justin made a motion to approve the minutes as presented.

→ Irene seconded the motion.

All votes were in favor. The motion passed 7-0.

## **REGULAR AGENDA**

1. Nominate and vote on the New Board Chair

Ofilia asked if anyone was interested in the position.

- ◆ Justin nominated himself as the new Board Chair for this current term. No one else was interested.

→ Irene made a motion to accept Justin as the new Board Chair.

→ Toshia made a second motion in favor of that.

The Board voted 7-0 in favor of that. This motion passed unanimously.

2. Nominate and vote on the New Board Vice Chair

→Justin made a motion to nominate Toshia as the new Board Vice Chair for this current term.

→Irene made a motion to accept Toshia as the new Board Vice Chair.

Roberta made a second for that motion.

The Board voted 7-0 in favor of that. This motion passed unanimously.

**WORK SESSION - DISCUSSION ITEMS**

**WS1. Review the Library's Collection Development Policy**

Ofilia mentioned the policy had been reviewed over most of the year by the attorneys, the Texas State Library Archives Commission, other libraries, etc. looking for wording, clarification, and recommendations etc. to better prepare public libraries for book challenges, and to avoid lawsuits. She said the policy is much the same as it always was, with the exception of the section called Stating Concerns About Library Materials. She mentioned:

- The steps are now clear, not vague, with timelines, priorities and precise procedures for the process.
- Ofilia defined and reviewed the meaning of en loco parentis.
- Ofilia emphasized her role in making sure our eight Librarians responsible for collections follow the selection criteria rules listed in this policy.
- She mentioned the dedication and conscientiousness behind the choices the Librarians make. She mentioned that we run out of funds way before we run out of materials we can buy. She discussed trying to equally represent everyone and that Librarians remove their personal preferences from the criteria.
- She talked about weeding and discarding materials for wear and tear, and due to limited shelf space. She clarified we are not the judge of the appropriateness of materials other than being sure materials are in the right collections/areas of the library.
- She clarified that the appropriateness of materials in general would be a court's decision and would happen at the state level. Ofilia discussed the public's recent concerns over pornography and stated if we collected materials classified as pornography, we would lose our accreditation. She confirmed the materials we have are not labeled as pornography by the State. She stated that if it is suddenly categorized that way, we would have to remove it. She explained Librarians don't have the authority to make those determinations. A judicial body would decide this within a lawsuit or case about specific materials. She reiterated there would need to be a court order stating something had been classified as such in order to remove it from the library.

◆Justin asked about the library's electronic collection

→Ofilia said when the electronic collections are part of a consortium, we have no control over those materials. There was a discussion about where to find this in the policy itself on page 7. She clarified that if the material in question is owned by the Library, and was ordered to be removed, we would remove it from the collection and most likely from the electronic materials as well.

◆Roberta asked about space for growth.

→Ofilia stated we currently have around 123,000 physical items and discussed weeding, book condition, money to purchase materials, and the rising cost of replacements.

◆Roberta asked what happens to Book Club copies

→Ofilia mentioned sometimes we lease those copies and send them back. She also mentioned there are book club kits and we can use multiple copies as a way to create those as well.

◆Zach asked about discretion on materials that are challenged or concerns raised about specific materials.

→Ofilia referred to the selection criteria rules. She talked about the journal reviews used to determine where to place materials. She and Zach had some discussion about a previous concern and its outcome. Roberta referred back to the resources librarians use as standards and reiterated that none of these resources will ever recommend pornography.

◆ Monica asked how often we get complaints.

→ Ofilia stated that documented complaints are rare, but comments come in often. She shared a specific example of recent patron behavior and shared examples of passive complaints as well. She said that in her 16 years, there hasn't been a complaint that came to the Board.

- Ofilia discussed suggestions made by attorneys and TSLAC to allow only taxpayers to participate in the steps taken to review materials given they pay to build and retain the resources at the library. She stated she would be willing to talk to anyone who has concerns, but to follow this procedure, it must be someone who provides funding for the library and is paying for them in local tax dollars.
- Ofilia also reviewed the specific steps someone must take when there is a concern. She talked through these steps specifically and also laid out an example of previous discussions with patrons who have concerns. She explained the Board's role in a challenge or concern. She gave them the steps the Board could take in reviewing concerns as far as creating sub-committees, etc. and mentioned that once we review an item, it is not eligible for review again for five years.

◆ Justin asked how long materials stay removed.

→ Ofilia said if that happened, and to her knowledge it has not happened here, it would be removed forever.

◆ Justin asked if there is an age limit for Library card holders.

→ Ofilia said as long as a parent agrees, kids of any age can have a card. Ofilia said the staff tried to convince parents to have a card as well.

## **WS2. Review choosing Books for the Library Collection Presentation**

Ofilia gave some quick reminders about book purchasing.

- It must follow the collection selection criteria
- It is bought through Ingram, our approved book carrier
- Journal reviews are used
- We run out of money before we run out of books

She reviewed the way in which a Librarian chooses books and places orders by walking through several screenshots from Ingram's site and pointing out lexile level, book reviews, age appropriateness, content / journal reviews, specifically School Library Journal, Publishers Weekly and Kirkus Reviews (which are in our catalog) etc. She discussed being dedicated to transparency and giving patrons access to these reviews.

◆ Brad asked for a definition of lexile levels

→ Ofilia explained reading levels, and stated with lexile level, the lower the number the easier it is to read the vocabulary.

◆ Justin mentioned that he likes the ability to see the number of checkouts and holds

→ Ofilia said that information is available for each title.

- Ofilia wrapped up the discussion with a recap of the foreign language titles we carry in Vietnamese, Spanish, French in the adult section and Spanish titles in our children's collection. She discussed having to use other vendors for these titles, and trusting reviews we purchase for these collections.

## **WS3. Review the Parent's Guide to Teen Reads**

Ofilia explained that we created this over a year and a half ago because parents were asking how they would know about the content in books. Our first resource is the online review in our catalog. She also suggested parent's read the subject or summary of the book. She mentioned that we are always willing to provide reviews to parents that may not be readily available. She mentioned that we give parents free access to Novelist. They have complete reviews for grade level, more about this book, and other clues about content. Ofilia recommended Commonsensemedia.org as an online review source

that is a deep dive in reviewing content. She said the final recommendation is to ask a Librarian who can help resource books you want your kids to read or that you want to read. This document is located on our website in the Teen section.

#### **WS4. Review monthly reports and usage statistics**

Ofilia explained every Thursday she sends a report to the City Manager's office with program statistics, meetings, training that happened, and general usage statistics. Those reports are compiled and brought to the Board. This report covers June 22 thru July 19. Ofilia walked through the report with the Board. She specifically talked through the digital resources and said they are presented in calendar months. She explained that Hoopla's collection is always available through instant borrows and audiobooks, ebooks, tv, music, and movies are all available. She said Libby works like the Library where things can be checked out if available. If not, holds are necessary. Kanopy is also streaming documentaries/art house films, scholarly movies and it has titles for kids (Sesame Street, etc..). Ofilia said she is always interested in what type of device people are using to stream.

Ofilia briefly talked through the meetings and training which is not all inclusive, but a list of highlights. She also mentioned that she is the President of the Wylie East Fork Rotary Club this year.

◆ Justin asked about the solar eclipse mentioned in the meetings section

→ The last discussion involved the epic plans for the Solar Eclipse party being planned for 2024.

◆ Toshia asked about the Book Sale

→ Ofilia talked about how well it went. She said we made twice as much on pre-sale night as we did last year. She mentioned that several folks were frustrated with aggressive resellers that were there. Plans are in place to add some structure to it next year so everyone is offered a fair chance at books in the sale. She promised to have the final sales number next month. She also offered to bring the President of the Friends group to a Board meeting in the future.

#### **3. Review items for future agenda**

Ofilia reviewed the items for a future agenda.

- Policy Familiarization
  - Collection Development (Aug, if needed)
  - Patron Behavior (Aug/Sept)
  - Meeting Room (Sept/Oct)
- FY 24 Budget - last meeting is July 25 on the budget for next year
- Review Fall programs
- Friends of the Library programs

◆ Toshia asked if there were any plans for Back to School at the Library. Ofilia said not this year.

◆ Justin mentioned Ofilia would be at the New Teacher Event hosted by the Chamber, and Ofilia mentioned she would be at Back To School Day on Saturday as well.

Ofilia encouraged all Board members to ask questions and also encouraged them to share ideas for future agendas.

#### **ADJOURNMENT**

Zach made the motion to adjourn and Toshia seconded the motion. The vote passed 7-0 unanimously in favor of that. The meeting adjourned at 8:22 PM.

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Justin Strauch, Chair