



# Library Advisory Board

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## Minutes

### In-person Meeting

November 8, 2021 – 7:00 p.m.

Library Conference Room

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#### CALL TO ORDER

*Announce the presence of a Quorum.*

Board Chair Juan Azcarate III, called the meeting to order at 7:00pm. The following Library Board members were present: Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Rosalynn Davis & Ofilia Barrera, Board Liaison. Absent: Irene Chavira,

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#### 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.*

*No citizens were present at the meeting.*

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#### PRESENTATION

*No presentations were given at the meeting.*

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#### CONSENT AGENDA

##### 1. Consider and act upon approval of the Minutes of the October 11, 2021 Library Board Meeting.

###### Board Action:

- The Library Board Minutes of Monday, October 11, 2021.
  - ◆ Roz made a motion to approve the minutes
    - Carla 2nd, all in favor

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#### WORK SESSION – DISCUSSION ITEMS

##### 1. Meet David Elderbroom, Friends of the Library President.

- Ofilia introduced David Elderbroom to the library board. David gave a brief history of his time with the Friends.
  - ◆ He started volunteering in August of 2013 at the library, then in 2014 he started volunteering with the Friends and took over as President in September of that year.
- David gave some examples of things the Friends have done in the library.
  - ◆ Provided updates to early learning center in 2015
  - ◆ Sponsored Perot Museum programs and bought 3D printer in 2016
  - ◆ Purchased Steam Kits in 2017, and the pedal car for the Downtown Pedal Car Race
  - ◆ 2018 they purchased A-Z database software and tablets were purchased for the kids area
  - ◆ In 2019 purchased 7 new computers and a storage cabinet
  - ◆ Last year they purchased furniture for the teen room

- ◆ This year 2021, the Friends sponsored the Night of Spooks event and the 50th Anniversary Party
  - Adding up all those purchases and not counting any small events the Friends have spent \$42,000 for the library.
- David informed the board of all the fund raising events that the Friends are involved in, such as the North Texas Giving Day and the Kroger Community Program.
- The big event for this year was the book sale where over \$4,400 was raised. In past years the most that was ever made was around \$1,500.
  - ◆ He also stated that the Friends work with Texas Book Consignments who review all the books that are donated and then sell certain books online and split the profits with the Friends. This month they sent a check for the 1st quarter which was over \$1,600.
- The Friends of the Library is a very small organization; with only 4 board members and have not had any new people come to the board, and is trying to find a way to get more people involved to have fresh ideas for the library.
- Roz asked David what he contributed to the increase of \$1,500 to \$4,000 for the book sale.
  - ◆ David said he's not sure, it could be that the year before there was no book sale. Another thing was that the Friends recently partnered with Square which allowed patrons to use credit cards when buying items from the Friends.
    - During the book sale more items were purchased using a credit card then cash.
- Carla asked what kind of recruiting has been done to try and get new members.
  - ◆ Nothing has been done this year, but they are hoping to have a recruiting event in the spring.
- Asked what the time commitment is for being on the Friends board. David responded that there is a monthly meeting and then any events that are being held at the library.
- Kristen asked if there was a way to access the top 100 users of the library and send them an email saying they are the top 100 users of the library congrats! We'd like to extend an invitation to join the Friends of the Library. Many were in agreement.
- Roz asked if the overall purpose of the Friends is to fill the gaps that the library has. David wasn't sure if gaps was the correct wording, he sees it more as providing enhancements to what is already there.
  - ◆ Roz clarified that by "gaps" she meant, as things the library needs but didn't have in the budget.
- Juan asked if other local city libraries have Friends groups as well. David said they do and he reached out to one before but that they were just as small as ours.
- David said that the library is so much more than just books, they offer programs to all people or just be that quiet place to study. The library also has so many 24 hour streaming services that people can access at home.
  - ◆ Juan stated that the library is about bringing the community together.
- Ofilia stated that with the newsletter it has turned into an opt-out option compared to an opt-in option.
- David stated that anyone can sign up to be a Friend of the Library on the library's website and pay directly with a card.

**2. Discuss a change in meeting venue and a possible change to meeting dates due to Council order.**

- Ofilia informed the board that the Council has requested that every board meeting now be held in the council chambers in order for them to be streamed live.
  - ◆ There is a scheduling issue since the library board and the parks board meet on the same date and time each month.
    - Option for the board is to stay with our usual meeting date or switch to the fourth Monday of the month.

- ◆ Kristen asked if this was in light of a recent event. Ofilia said that it was because of a zoning meeting that needed to be recorded, which caused Council to come to the conclusion that all meetings should be recorded.
  - The new meeting location will start in January.
  - Kristen made a motion to agree to change the meeting dates from the second Monday to the fourth Monday of the month. Kristina seconded the motion. All in favor except for Roz who abstained from the vote.
    - Kristin inquired what would happen during November & December for holidays. Ofilia said she would check with the City Secretary about that issue.

### **3. Overview of recent events: Night of Spooks & 50th Anniversary Party**

- Ofilia informed the board that the Night of Spooks event went very well. The Shop of Curiosities Show was pretty much sold out and people gave more than the suggested amount.
  - ◆ Ofilia estimated that there were about 250-300 people who attended the event.
- The 50th Anniversary party also went very well. Everyone enjoyed Elvis, and the contests.
  - ◆ The estimated number of people was about the same, 250-300 people.
  - ◆ Ofilia should be getting the pictures from the photographer by Friday.
  - ◆ Roz asked if there was a use for the leftover pins & programs. Ofilia stated that the items will be put to good use.

### **4. Update on Assistant Director position**

- Ofilia updated the board on the assistant director position, stating 6 phone interviews were done this week.
  - ◆ The candidates will be interviewed in a 3 step process starting with the phone interview, then a zoom interview followed by the in person interview.
  - ◆ Of the 6 candidates interviewed 4 will be moving onto the zoom interview. The zoom interviews will be scheduled for next week. In person interviews will most likely take place around the middle of December.
- The part time position for circulation is still vacant. Not that many people have applied for the position.
  - ◆ Juan asked if it was working well at the circulation desk. Ofilia stated they are still doing well.

### **5. Review recent library usage statistics**

- Ofilia presented computer statistics to the library board.
- Every month the library is doing better than last year, but still has not quite caught up with 2019s numbers.
  - ◆ The numbers for Kanopy have gone way up, with more people staying and watching more content.
  - ◆ Hoopla's numbers are gradually increasing as more people are learning about it.

### **6. Review upcoming library programs and holiday closures.**

- Ofilia discussed the upcoming programs with the board.
  - ◆ Juan asked about the Self Care program and if it was started due to the upcoming holiday stress. Ofilia stated that it was initiated because of Covid.
- Carla asked Toshia what her topic of conversation was at the Rotary Club meeting. Toshia responded that she talked about being an author and diversity & inclusion. Ofilia will scan the article from the newspaper about Toshia and email to the board.

## **ADJOURNMENT**

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Toshia made a motion to adjourn the meeting. Roz 2nd motion; all approved  
Meeting adjourned at 7:53pm.

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**Juan Azcarate III, Board**