



# Library Advisory Board Minutes

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

## **CALL TO ORDER**

*Announce the presence of a Quorum.*

Board Chair, Juan Azcarate, called the meeting to order at 6:59 p.m. The following Library Board members were present: Roz Davis, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. Kristin Botsford and Kristina Jones were not present.

## **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 March 27, 2023 Library Board Meeting.**

### **Board Action:**

The Library Board Minutes of March 27, 2023.

- ◆ Juan asked for feedback after reviewing the minutes, and there were no changes or questions related to the minutes.

- ◆ Juan asked for a motion to approve the minutes without change.

→ Toshia made a motion to approve the minutes.

→ Justin seconded the motion.

All votes were in favor. The motion passed 5-0.

## **REGULAR AGENDA**

### **1. Review and approve the Library Advisory Board Bylaws.**

Ofilia submitted the changes that were made and voted on in the last meeting. However, the City Secretary noticed a discrepancy.

- Article four was re-written to give more clarification as to who appoints new Board members when there is a need for a replacement due to absences or retirements. The City Council holds this responsibility.

→ Roz made a motion to approve the Library Advisory Board Bylaws with the updates and changes mentioned.

→ Toshia seconded the motion.

All votes were in favor. The motion passed 5-0.

→ Ofilia mentioned she will put the bylaws on the agenda for the next City Council Meeting so they are aware of the changes that have been made to update this document.

### **2. Review and approve the revised Borrower Policy.**

Ofilia stated that while working on the Collection Development policy, some of that work spilled over into changes that needed to be made to the Borrower Policy.

- The clause added to the Borrower Policy is in the first section, third paragraph. She stated specifically which parts have always been there and the new statement related to a Parent's and Legal Guardian's responsibility in what is accessed by their children.
- Another change had to do with items that were no longer eligible for renewals such as high-demand and juvenile holiday DVD's.

- Wonderbooks used to be limited and now they are no longer limited. Ofilia defined what a Wonderbook is after Toshia asked. Those are books with audio attached to them. Ofilia said we have expanded the collection and patrons love them.
- There was also a change in how refunds are done for paid and returned lost items. The change is from 6 months to 3 months to be consistent with what other libraries are doing.
  - ◆ Roz suggested we change a section title to read Renewal of Materials.
  - ◆ Justin asked about replacements.

→Ofilia answered the librarians run lost item reports to identify what is missing. They make decisions on whether they want replacements or to purchase new items, new editions, etc.

◆ Roz asked about late book charges.

→Ofilia stated the fines collected on late items generate almost \$30,000 in revenues which goes back to the general fund. She stated fines in general go against the philosophy of a library because it penalizes people that need the resources the most. However, we follow the guidance of the City Council.

◆Justin asked about losing privileges and having to leave the library.

→Ofilia stated the grievance would have to be significant for this to happen to a patron. She gave the example of someone looking at inappropriate images on one of our public computers.

◆ Justin asked about automatic renewals. He asked if he could request a third renewal.

→Ofilia said patrons can ask for an additional renewal, but it will depend on whether or not there is another patron waiting on it.

◆ Justin asked about interlibrary loans (ILL).

→Ofilia stated there is a database of things available. It has to be a library participating in TexShare. The items available depend on the library. Our library has a Reference Assistant, Megan, who researches options and availability.

◆ Roz told of her personal experience with ILL and said it's easy and convenient if you don't mind waiting.

◆ Juan asked for additional comments and then a motion to re-approve the Borrower Policy.

→Carla moved to re-approve.

→Roz seconded the motion.

The vote passed 5-0.

## **WORK SESSION - DISCUSSION ITEMS**

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

→Ofilia said this report covers March 24 - April 19. FY 22 stats are finished and have become part of our Annual Report. We have set circulation records yet again. She promised to bring those figures to the next meeting.

◆The group asked questions and discussed Stop the Bleed training from the Meeting and Training Highlights list.

→Ofilia explained the City has an Emergency Operations Center Training and everyone is trained to be part of it. The EOC is located in the Public Safety Building. Juan talked a little about the crisis management team in his workplace. There was some discussion of our setup. Ofilia said the police patrol the parking lot once in a while, and we host Youth Enrichment every summer so we have police cars in the lot during that time. Ofilia stated we encourage them to come to the library often, not just in times of trouble, so staff gets used to seeing them. However, they are obviously very busy as well.

◆Justin requested some feedback on the weekly meeting Ofilia has with Lisa.

→Ofilia shared the meeting is a catch-up to keep each other informed and engaged since it can be so busy they don't see much of each other some days. It is also a time to plan.

◆Justin asked about the staff.

→Ofilia talked a little bit about treats planned for the staff during National Library Week.

◆Roz mentioned people seem to be happy working at the library.

◆Justin asked about the seed library at Collin College.

→Ofilia explained how it worked. She said they were impressed but amazed at how much it takes to manage. She mentioned the seed swap we do a few times each year. She said her hope is the garden committee will take over something like this. She

said right now we have a group of three really dedicated gardeners and then a few folks who come and go when they can. There was some discussion about the events coming up geared toward the garden.

◆ Juan asked about the Kansas City conference for City Government.

→ Ofilia talked about some of the aspects of this conference that related back to what the library does. She said she was the only librarian there. She spoke at length about some of the sessions and tours including the Truman Presidential Library visit.

◆ Toshia thanked Ofilia for all of her suggestions on the garden space at Davis. It has come together and is now available to the students. Justin talked a little bit about what he has available on his campus as well.

◆ Juan asked for additional comments and there were none.

## **2. Review information from the Mayor's State of the City Address.**

Ofilia brought maps and excerpts from the Mayor's State of the City Address. There was much discussion about road work to be done and future projects. Ofilia thought it would be helpful to see what plans had been made for the City and especially the plans for the areas that will be developed next to the library.

## **3. Review Summer 2023 Brochure.**

- The first day to pick up reading logs is Monday, May 22nd. Patrons can sign up online and print logs from the website. The first day they can collect prizes is June 19. They have until August 5 to turn in logs.
- The annual Summer Kick-Off is Friday, June 2.

Ofilia talked about the events in the summer brochure. The theme is All Together Now (youth services) and Better Together (adult services) at SPL. The group discussed reading clubs, prizes, reading logs, family programs, adult programs, teen programs, tween programs, Story Time, and kid's summer programs on Tuesday mornings and Thursday evenings for working parents. There is a Be Kind challenge and a Community Cookbook as well. Ofilia said the librarians are doing videos for the summer activities. These will go out to the school librarians versus trying to see everyone. The group discussed the Friends early presale at the Book Sale on July 21 (\$10 individual membership) and the Harry Potter party to end the summer fun. Ofilia explained our performers do not allow us to video the summer programs. She encouraged questions or comments and there was some nice feedback about the brochure.

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

- Policies up for review
  - Collection Development Policy (with the City Attorney)
  - Small Business Center (future date TBD)
- FY 24 Budget
  - Tuesday, July 11 Budget Work Session with City Council
  - Tuesday, July 25 Budget Work Session with City Council
- Friends of the Library Events
  - Local Garden Tour Saturday, May 13
  - Annual Book Sale Saturday, July 22
  - Annual Book Sale Preview Night Friday, July 21
- Next meeting Monday, May 22

◆ Juan asked for questions and there weren't any.

## **ADJOURNMENT**

Justin made the motion to adjourn and Toshia seconded the motion. The vote passed 5-0. The meeting adjourned at 8:00 PM.

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Juan Azcarate, Chair