



# Library Advisory Board

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## Minutes

**In-person Meeting**  
**January 22, 2024 – 7:00 p.m.**  
**Council Chambers**

### CALL TO ORDER

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*Announce the presence of a Quorum.*

Toshia called the meeting to order at 7:03 pm. The following Library Board members were present: Irene Chavira, Toshia Kimball, Brian Ortiz, Monica Munoz, Zachary Todd & Ofilia Barrera, Board Liaison. Board members not present: Roberta Schaafsma, Justin Strauch

### STAFF SPOTLIGHT

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*Veronica McKay, Children's Librarian*

Veronica has been with the library since August of 2007 and highlighted some of the programs the Youth Services department provides: Bluebonnet Book Club, Idea Lab, and Big Kid Storytime. Within the library's Juvenile Collection she is responsible for Readers, Biographies, Nonfiction, and Spanish.

- Toshia asked how suggested reads are chosen.
  - ◆ Veronica cited several reference sources that are used in addition to community requests and input.
- Toshia asked how activities/programs are planned.
  - ◆ Programs are planned based on children's interests, community input, ideas that are trending, and feedback from other libraries and schools.

### 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 present at the meeting.*

### CONSENT AGENDA

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1. **Consider and act upon approval of the Minutes of the November 27, 2023 Library Board Meeting.**

**Board Action:**

- The Library Board Minutes of November 27, 2023.

- ◆ Toshia requested members review the minutes; there were no questions or changes requested.
  - Irene made a motion to approve the minutes as presented.
  - Zach seconded the motion.

All votes were in favor; the motion passed 5-0.

## **REGULAR AGENDA**

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### **WORK SESSION – DISCUSSION ITEMS**

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#### **WS1. Review the monthly report**

Oflia walked through the report with the Board and brought attention to the addition of the Library App statistics to the database section. February will be Library Lovers Month and part of the campaign will focus on increasing the app downloads and usage. She also mentioned the launch of Bean Stack. Beginning with next month's report, there will be an additional section under Libby (Overdrive) showing numbers that are specific to the Smith Public Library as well as the consortium.

- In regards to Meeting/Training Highlights, Toshia asked if there is anything from the Supervisory Leadership training or Safety training that will be incorporated in 2024.
  - ◆ The All Staff monthly meetings always include a safety component that covers policies and procedures.

#### **WS2. Review upcoming programs**

- All regular storytimes, book clubs, and teen clubs have returned.
- Cello Concert on February 24th at 2:00pm.
- Partnering with Allstate Financial to host a series of financial workshops for adults on Thursdays in February.
- Next month's meeting will include a list of all the special programming coming in March for Spring Break, such as Bollywood dancing.
- Instead of Staff Spotlight next month, the Friends of the Library will come talk.
  - At their meeting last week, longtime President, David Elderbroom stepped down.
  - Allison Stowe is the new president.
  - Hopefully, Allison and/or Kristina Kelly will both be available to speak at our next meeting.

#### **WS3. Review strategic plan**

Oflia explained that the current strategic plan only covered three years for it was created in 2020 during the first Covid outbreak. A shorter plan period was used as a way to bridge the uncertainty of that time.

- Next plan will hopefully be a full five year plan.
- Currently gathering information to help devise questions for polling the public and anyone who has an interest in the library for feedback. This could be library patrons, staff, Friends of the Library, Library Advisory Board, and even those who currently do not use the library.
- Will start putting those questions out in spring, as well as other times, especially in summer to get feedback from patrons who do not come year round.
- Although supply chain issues have improved, costs are still expensive and with the city close to build out, sustainability remains a focus.

- Toshia inquired about the front doors of the library: if changing them out is still too expensive and off the table.
  - ◆ Ofilia confirmed this.
- Zach questioned whether or not offering video games, in the teen room, is sort of counterproductive to what a library should offer.
  - ◆ The teen room is a gathering space for teens to have their own community, make their own connections and friendships; gaming is just a small part of that. Our offerings are very bare bones and low budget and intended to be a way for teens to relax while being with their friends.
- Brian asked to confirm that the current plan runs through the end of this year.
  - ◆ Ofilia confirmed the goal is to accomplish as much as possible on the current plan by the end of this year and to have the new plan in place for the start of next year.
- Toshia asked if there were any more questions or comments.
  - ◆ There were none.

### **ADJOURNMENT**

Zach made a motion to adjourn the meeting. Monica seconded the motion. All votes were in favor; the motion passed 5:0. The meeting adjourned at 7:32pm.

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**Justin Strauch, Chair**