



# Library Advisory Board Minutes

In-person Meeting  
August 28, 2023 – 7:00 p.m.  
Council Chambers

## **CALL TO ORDER**

*Announce the presence of a Quorum.*

Chair, Justin Strauch, 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:** Nina Davis, Adult Services Librarian

Nina gave a general overview of her 30 years of previous experience, thirteen have been spent here in Wylie. She spoke briefly about her role in collection management, adult programs, and genealogy. She is considered the resident expert in genealogy. She also runs the Booked on Fridays book club, a once-a-month hybrid program. Ofilia mentioned that Nina is in charge of the monthly electronic newsletter.

## **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 July 24, 2023 Library Board Meeting.

### **Board Action:**

The Library Board Minutes of July 24, 2023.

- ◆ Justin encouraged everyone to review the minutes and then asked for feedback, and there was feedback from Toshia to make a change to the 2nd paragraph in the staff spotlight to avoid a run-on sentence.

→ Irene made a motion to approve the minutes with the one change requested.

→ Roberta seconded the motion.

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

## **WORK SESSION - DISCUSSION ITEMS**

### **WS1. Review the Library's Patron Behavior Policy**

Ofilia mentioned the policy was on page 7 of the Board packet. She stated the policy is used when someone is misbehaving in the library. She mentioned:

- If something is on the list, it is because it has probably happened.
- It is against the policy that patrons sleep in the library. The staff does worry and out of concern will question a patron when it is a habit.
- Ofilia emphasized the things mentioned that are illegal or offensive are written much like the policies in other libraries to ensure consistency in policy.
- The biggest complaint is noise. Ofilia shared that we have a quiet room which is called the Bluebonnet Room. It is built with soundproof panels to ensure quiet despite the noise in the open library spaces.
- Ofilia went into specifics about parents supervising children under the age of 10. The problem with this issue is typically in the summer months. She explained sometimes the kids at the Rec Center walk or wander over into the library. The Rec Center knows exactly who is in their building because everyone badges in. The

library is open to the public, and we are not aware of who is here. For safety reasons, children under the age of 10 must be accompanied by an adult.

- The Teen Room and its rules were discussed. The age to hang out in the Teen Room, use the chrome books, and play the games is 7th through 12th grade. This is a change from a few years ago. The change was made from 6th to 7th grade for several reasons. Chiefly because of the maturity level of the materials there and to coincide with the way in which WISD campuses are broken up for 5th and 6th grade.
- The policy is posted on the library website. There are copies at all the desks so we can refer to it when we have to review it with someone.
- We will review every policy we have within 5 years. This policy was addressed just two years ago.

## **WS2. Review monthly reports and usage statistics**

Ofilia explained this report covers July 20 through August 23 which include a few more days than usual. Ofilia walked through the report with the Board. She mentioned that for all the other figures we have the previous month to look at, she changed the circulation report to match that. If the Board would like to go back to the original format, she's happy to change it. Ofilia said storytime numbers look different because there is only one week represented since we are on break until September 6. August is the time our staff takes vacation time because they are not allowed to take it in June and July. Kids' events are big in July because we had over 600 people at the Harry Potter Party. Ofilia stated the circulation numbers are strong, and the drive-thru is very busy due to the heat. There was talk about the strength still seen in streaming services.

◆ Brian asked about outreach and BCE.

→ Ofilia gave examples of outreach such as Silver Linings, Device Drop-In, and she explained BCE is the Business Card Exchange every Wednesday morning.

◆ Justin asked about Libby and how often the content is changed.

→ Ofilia explained that we buy that content and explained that it depends on the budget allocated. She also stated that Hoopla directs its own content and is an instant borrow for patrons.

◆ Roberta asked about the number of library cards versus the population.

→ Ofilia stated that she would get the exact number of cardholders and our current population from the census in the next meeting.

◆ Toshia asked about the Book Sale.

→ Ofilia told the group that we made \$5,686.87.

◆ Brian asked how often the cards expire and mentioned that Collin College expires each year.

→ They expire every three years. Ofilia promised the group details on the exact timeframe of when they are actually deleted.

◆ Toshia asked about the garden.

→ Ofilia said we are turning the water on earlier so they can be out there earlier. The library volunteers list keeps growing. She said things are going well.

◆ Justin asked about PLANT.

→ Ofilia stated the meeting's focus was on early literacy. She talked about the Family Place Library ideas from other Directors. She said she and Debbie, the Youth Services Supervisor, are brainstorming ideas for a refresh of this area.

◆ Justin asked about the New Teacher Luncheon and talked a little about the enrollment in WISD and the new bond proposal.

→ Ofilia said it was a positive and energetic event. We had just enough giveaways for everyone to get one.

**WS3. Update on FY 24 Budget**

Ofilia talked to the Board about the initial proposal for no new tax rate. There was a discussion about the reversal of that though due to the amount the state allocated. She told the Board the new tax rate would be \$.53882 per hundred assessed valuation. She talked through the fact that the library budget is flat and was last year as well. She said we did not cut things but shifted funds from some items like DVDs to live streaming which is popular with patrons. She mentioned the cost of books is higher this year and that may need to be addressed in FY 25.

**WS4. Review the Friends of the Library Upcoming Programs**

Ofilia discussed:

- Book Sale proceeds amounted to \$5,686.87
- Haunts and History Tours October 6 and 7
- Spooky Night at the Library October 24
- Murder Mystery Night Nov 4

**3. Review items for future agenda**

Ofilia reviewed the items for a future agenda.

- Policy Familiarization
  - Meeting Room Policy (Sept)
- FY 24 Budget (Should be final September 12)
- New Services
  - TLC Go - Library App to launch by October 2023
  - Beanstack - Reading tracking platform
- Updates on any Friends of the Library Programs
- Next meeting Monday, September 25

◆ Justin requested flyers for Halloween Origami that he could distribute to WISD librarians and students.

**ADJOURNMENT**

Zach made the motion to adjourn and Irene seconded the motion. The vote passed 7-0 unanimously in favor. The meeting adjourned at 7:52 PM.

---

Justin Strauch, Chair