



# Library Advisory Board

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## Minutes

### In-person Meeting

March 28, 2022 – 7:00 p.m.

Council Chambers

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#### CALL TO ORDER

*Announce the presence of a Quorum.*

Board Member Rosalynn Davis, called the meeting to order at 7:01pm. The following Library Board members were present: Toshia Kimball, Kristina Jones, Kristin Botsford, Carla McCullough & Ofilia Barrera, Board Liaison. Board members not present: Juan Azcarate, 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.*

#### 1. Staff Spotlight on Veronica McKay, Youth Services Librarian

- Ofilia introduced Veronica to the board with the fun fact that Veronica and Ofilia started at the library on the same day. Veronica was also the very first teen librarian that the library had.
- Veronica stated that it was Ofilia who encouraged her to go to library school.
  - ◆ Veronica stated that she worked at Cox elementary school as the librarian for 4 ½ years, then came back once a position opened again at the library.
  - ◆ She is also in charge of the garden committee and she is the one responsible for starting the library garden.
  - ◆ As a youth services librarian she is in charge of many clubs i.e Idea Lab, Storytime and Family Fun Fridays.
  - ◆ The books that she is in charge of collecting are Readers, Non Fictions and Biographies.
- Roz asked about the bird feeder in the garden.
  - ◆ Veronica stated it came after she left. Ofilia interjected that it was a donation by a staff's sibling that started at a different location but was moved to the garden to accommodate the birds it attracted.
- Carla asked who helps with the gardening.
  - ◆ Veronica informed that there are 2 main women in charge of the garden with a few other volunteers who help.
  - ◆ The garden committee has also partnered with Cafe 544, when the garden starts growing produce, it will be donated to the Cafe.

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#### PRESENTATION

*No presentations were given at the meeting.*

## CONSENT AGENDA

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### 1. Consider and act upon approval of the Minutes of the February 28, 2022 Library Board Meeting.

#### **Board Action:**

- The Library Board Minutes of Monday, February 28, 2022.
  - ◆ Toshia made a motion to approve the minutes from February 28, 2022, once corrections were made.
    - Carla 2nd the motion, all in favor

## REGULAR AGENDA – DISCUSSION ITEMS

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### 1. Review and approve the updated 3D Printer Policy

- Ofilia informed the board that the policy is still the same however the wording has been cleaned up and simplified.
  - ◆ Procedures were removed from the policy and added new wording about privacy.
    - A few grammatical corrections were suggested prior to approval.
  - ◆ Kristin asked what a few example of 3D items that are printed at the library.
    - Ofilia gave examples of a model of a brain, tool replacements, dental items and any fun kid request.
- Kristin made a motion to approve the 3D Printer Policy with the changes.
  - ◆ Carla 2nd the motion, all in favor.

## WORK SESSION – DISCUSSION ITEMS

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### 1. Updates on sorter request and staffing.

- Ofilia gave an update on the sorter stating the proposals have been received and the team is now in review.
- In regards to staffing Ofilia stated that 3 phone interviews have been made for the Assistant Director position. All 3 candidates will be brought in for an in person interview next week, as well as one more phone interview.
  - ◆ Yvonne Barberini, the admin for the library is moving to the HR department.
  - ◆ The combo position looks to be getting filled, the candidate is in the final stages of the hiring process.
- Carla asked if the end of the month was still the goal to fill the Assistant Director position
  - ◆ Due to scheduling conflict it will take longer than expected as this is only the 2nd interview and for this position there are 3 steps. The new goal is the end of April.
- Kristin inquired about the previous candidate for the Assistant Director position.
  - ◆ Ofilia stated that he accepted the position then rescinded the acceptance due to being too far away from his kids.

### 2. Review the monthly report with library usage statistics.

- Ofilia gave a quick update to the board regarding the new report for the members who were not present last month.
  - ◆ The numbers were a little lower than normal however they tend to be lower in February due to being a shorter month.
  - ◆ Circulation for physical materials has finally caught up with 2019 numbers.
- Roz asked if adult programs attendance was down.
  - ◆ Ofilia stated that the Adult programs remained steady during the whole pandemic. Adults seem to like having a virtual option.

- Toshia asked for examples of outreach events.
- ◆ Anything from attending school programs, city events, events at Collin College.

**3. Review upcoming library programs.**

- Ofilia updated the board on all the upcoming programs.

**4. Updates on FY 23 budget**

- During the budget kickoff we were informed that there will be a 2% increase to the operating budget.
- ◆ Interesting things that were discussed:
    - Wylie will hit build out in 4-5 years with an estimated max population of 68,000.
    - Permit fees and taxes from new builds help bring in money for the city which will no longer be the case in 4-5 years.
  - ◆ Kristin asked if fuel cost affects the ILL program.
    - A courier is currently what is used that is paid for by a grant from Texas State Library. If the grant goes away then fuel cost may be an issue.
  - ◆ Roz asked if the 2% increase applies to all departments and how that applies to property tax.
    - The property tax is supposed to increase due to the bond that has passed, however in the past city council kept property tax the same even with a bond.
  - ◆ Toshia asked if there was an update about the pool and the Rec Center.
    - The rec center presented to the city council the end of February and will give another presentation on April 12th to give more information.
    - No further discussion has been made about the aquatic center however the dog park and splash pads are making headway with locations being scouted.

**5. Review items for future agenda**

- Ofilia shared the list of upcoming programs and policies with the board.

**ADJOURNMENT**

Toshia made a motion to adjourn the meeting. Kristina 2nd motion; all approved.  
Meeting adjourned at 7:43pm.

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**Juan Azcarate III, Board**