



# Library Advisory Board Minutes

**In-person Meeting**  
**March 27, 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 7:00 p.m. The following Library Board members were present: Kristin Botsford, Roz Davis, Kristina Jones, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. All Board members were 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 February 27, 2023 Library Board Meeting.**

#### **Board Action:**

The Library Board Minutes of February 27, 2023.

◆ Juan asked for feedback after taking time to review the minutes, and there were no changes or questions related to the minutes.

→ Roz requested a look at page four, the second bullet under the first paragraph. She requested that we clarify the conversation. Michelle suggested we strike her name from the comment as it was just a reiteration of what had been stated earlier. Roz agreed to the change.

◆ Juan asked for a motion to approve the minutes with the requested change.

→ Roz made a motion to approve the minutes with the change.

→ Kristina seconded the motion.

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

## **REGULAR AGENDA**

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

Ofilia requested a copy of the bylaws from the City Secretary and they were from 2004, so they were very outdated. They went back and checked them with bylaws for other boards and then worked together to add suggested updates.

- Article three was updated because it relates to a newer ordinance.
- Information was added on article eight under term limits because that had changed.
- Nothing was struck from the bylaws.
- The existing bylaws said the meetings were twice a month at the library, so it was updated to monthly in Council Chambers.
- There is an addition as it relates to term limits under article eight. What is listed is literally what the City Secretary emailed Ofilia to ensure consistency.
- Under officers, there's supposed to be a Vice Chairperson, which we currently do not have. Ofilia's plan is, if the board is amenable to this and approves it, then voting for Vice Chairperson will be on the agenda for next month.

- Under affiliates, it talks about members of the public who would like to speak and are required to fill out a request to speak form. Juan asked if we had those forms. The forms sit out in the lobby prior to each meeting. The form can be submitted immediately before the meeting. You can submit it right before the Chair calls the meeting to order.
- Not all of the City's Boards have updated their bylaws recently, so it's still a process everyone is going through.

◆ Justin asked how we would go about modifying the times we meet, or maybe what accommodations can be made to special occasions?

→ Ofilia said we used to meet on the first Monday of the month. Then when they moved us to this room, there was already a board meeting the first Monday so we had to change, and the only Monday available was the fourth Monday. She stated it was a good question and that half the battle is there's so many boards, and they're already established, and they've already got their dates, and then we're trying to find a date that works for us. Ofilia offered to ask the City Secretary about it.

◆ Juan asked if we had a motion to accept.

→ Kristin made a motion to approved the Library Advisory Board Bylaws.

◆ Carla seconded the motion.

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

→ Ofilia mentioned she was going to submit the bylaws at a regular council meeting under the consent agenda so the City Council knows we updated them.

## **2. Review and approve the Confidentiality of Library Records Policy.**

→ Ofilia began by stating this policy was up for review under our normal five-year review plan. She said the previous policy was very wordy. Some things were outdated because even in five years so much changes in technology and information. We tried to make it a little more user-friendly in how and what we do to protect patron confidentiality. The City Attorney returned it to us and suggested we keep, on page 14, the procedures for implementing this policy, and they also suggested we keep the government code information too.

◆ Juan asked about the search warrant.

→ Ofilia replied that in her time here that's only ever happened once, and we were still over in the old building. Rachel was here, and she called the City Secretary. The City Secretary called the City Attorney. They got all that approved and they came back and said the library could comply. It was pretty seamless because it happened on a weekday morning. If it were to happen on a Saturday, it would be more complicated. The good thing about leaving it in the policy is Supervisors know exactly where to look to know what to do. Whoever is in charge on Saturday can go step one, this is what I do and obviously they would contact Ofilia as well.

◆ Roz had a question about retention and the Library Advisory Board notes and minutes and things they have in their possession. Is there a certain timeline to keep those or not for the Library Advisory Board?

→ Ofilia said the City Secretary keeps everything for that, so Board member copies would be considered convenience copies they could destroy.

◆ Justin noted on page 11 under the types of information the library collects, item number two refers to records of items currently checked out and titles on hold. Does that include the history of books checked out?

→ Ofilia answered it does not. We do not turn on history automatically. Part of it is because we don't want to have a record of that if someone comes and asks us to turn it over, but part of it is also related to space. It would require an incredible amount of memory to keep that history on patrons, and we cannot keep up with that. Ofilia also stated she believes if you request it the Circ Staff can turn it on that feature.

◆ Justin asked about records of individuals who use the computers. He asked if that is only library patrons and do you need a library card in order to access the computers and use the features.

→ Ofilia stated that that's referring to the public computers in the library. So, if you're signing in with your library card to work on your resume or something, we keep records of all of those who sign in and sign out. It doesn't necessarily have your name tied to that record, but we could look it up based on your card number. As far as wifi, we don't capture that data, so we don't know who's using the wifi.

◆Justin asked about the retention schedules and the regularly removed web history. He referenced library protection confidentiality items three and six. How long are those retention schedules and do we regularly remove history?

→Ofilia stated the minute you sign out, it is gone. She said on very, very, rare occasions it happens. For example, somebody's writing a term paper. It signs out. They weren't ready. We've been able to recover it, but it's very, very rare. The minute a patron signs out of a computer, the history is gone. At the end of the night, everything resets, so everything's wiped once we're closed, as a backup. We don't want to keep any patron personal information on our computers. We don't want your information unless we absolutely have to have it.

◆ Juan asked if there were any other comments, and for a motion to approve the Confidentiality of Library Records policy.

→Toshia moved to approve.

→Justin seconded the motion.

The vote passed 7-0.

## **WORK SESSION - DISCUSSION ITEMS**

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

→Ofilia said the D&D MiniCon was a huge success. Our gate count usually shows 600 for the day. It had doubled to 1,200. It was an all-day event for all ages, kids, teens, and adults. Ofilia put the attendance number under the teen programs, so that's why the teen program number is so large. Circulation is still high and we are doing well with all of our online resources. Digital checkouts are all doing well, too.

◆Kristin asked how that's counted.

→Ofilia explained there are plastic gates you walk through that count every single person who comes through. We write it down every day. It counts them going in and it counts them going out, but we only pay attention to the "in" count so we're not doubling up. Some of those people did go back and forth, and we did have story time that morning. We're estimating we had probably about 400-450 people attend. That's still a pretty big turnout so it's a big deal. It was a lot of work and it paid off. Roz came and watched some of it.

◆Justin wanted to point out last month's teen programs and outreach statistics compared to this month all the way up to March 22nd. He thought the D&D Con was a big success and outreach had increased as well.

→Ofilia agreed that outreach has been very busy, and we've been invited to a lot of literacy nights and parent nights which is great. She said staff loves to attend and do library card sign-ups. We were just at Bush Elementary for their STEAM night, and next is a kindergarten round-up.

◆Ofilia asked Justin to clarify the schedule for Wylie ISD for Easter.

→Justin said they decided to keep the bad weather days off, but gave teachers an extra five minutes every day with students, which they love.

◆Juan had a question on the monthly report on the 14th where Ofilia attended the budget kickoff meeting.

→Ofilia explained the City Council chose to go back to the effective rate, which is the lowest tax rate. Basically, they didn't cut anything from us this year, but there is no increase so we're flat.

◆Juan stated maybe they're looking at what the legislature might do when it comes to property tax relief.

→Ofilia mentioned we had two council positions and the mayor up for reelection. The mayor ran unopposed and then the two council positions had one person run for each, so there was no election. She said in a way it's good because it saves the city money because elections are expensive.

◆Juan also pointed out the 21st was an extremely busy day with four events on that same day.

→Ofilia said the State of the City Luncheon was really nice. The Mayor gave a presentation that was great. Much of it was about infrastructure and roads. She said if the Board is interested in that, she could try to get those slides to them. He mentioned the library and even had a video of the new sorter in his presentation. She had several people come up afterward and compliment her.

◆Toshia asked about the Friends of the Library election.

→Ofilia explained we lost half our Friends of the Library Board in December and had to build back up. She said they regrouped and had a lot of wonderful people come to the information meeting, and apply, and because we had such great candidates, the

existing members actually amended the bylaws. Now, the Friends can have up to five directors so they could add everybody that wanted to be on the Board. Now there's a new treasurer, secretary, and several new director members. There's a new energy. It's nice getting to know them. Our first meeting was last week and they were eager to do it. They came up with great questions and great ideas. It's going well. Everyone is excited.

◆ Kristin noticed online media is continuing to grow and was hoping that is a continuing trend, especially for Playaways.

→ Ofilia said Playaways are very popular. Wonderbooks cannot be published fast enough. She said Wonderbooks just keep growing and growing. They can't keep up with demand because people love those things.

◆ Roz asked if the library is fully staffed now, or are there open positions, or do you see additional staff beyond what we currently have?

→ Ofilia explained when we started with our staff meetings about budget, the City Manager said any requests for new personnel would be almost impossible to get because it's such a cost. We're running really well with the staff we have now. The only thing that would change is if they wanted the library open longer hours or on Sundays. Then we would have to add people. She said we run pretty lean and right now we're down just one position. Youth Services has a Reference Assistant position open.

◆ Carla asked about the janitorial bid planning meeting.

→ Ofilia stated we are at the end of the contract term, so all departments come and say what's working or not working. Our janitor is fantastic. We love her. Mari is the hardest-working woman. She's amazing, so we didn't really have any changes. It depends on what other bids they get and what other companies offer. The only thing we requested, and it was because the Rec requested it, were two deep cleans a year of the public restrooms. They shut them down and foam spray, etc.

◆ Justin asked about the 20th of March student interviews for scholarships to Leadership Camps.

→ Ofilia explained she is part of the Rotary Club, and the Rotary Youth Leadership Award is a week-long camp at the end of May. It is student lead and student run. The applicants are the most amazing kids. They're all straight A students taking AP classes. They're involved in everything. So, having to interview them and then choosing among them is hard. But, it's a pleasure to meet them. She went to Wylie East and then this past Friday, went to Wylie High. Three girls and three guys get to go and Rotary pays for all of it.

◆ Juan asked for additional comments and there were none.

## **2. Review Upcoming Programs for April 2023.**

Ofilia said her last article for the Wylie news was called April's for Adults at the Library because we have so much great adult stuff happening.

- Intro to Screenwriting - If you've ever wanted to write a screenplay, or even write a novel, this would be interesting.
- Understanding Cybersecurity - Casey Condit is the spouse of our Technical Services Librarian and his company requires their employees to go out and do community service and forms of educating the public about cybersecurity. He's going to present information about identity protection and password strength, and it's interactive.
- Dungeons and dragons for grown-ups.
- 3D print demo that is going to be in the morning at 9 a.m. This one's for our business card exchange group.
- For kids, we've got our In-and-Out Reading Challenge happening right now going on through Saturday, May 6th. Kids ages 4 to 12 can read five books and get a free burger. They can do that three times so they can get three free burgers.
- All our regular kids clubs are meeting as usual.
- We have National Library Week coming up the very last week of April and we're doing a story hike for that.
- For teens, we have our usual clubs happening.

- National Librarian Day is also on April 16th and we celebrate during National Library Week. We try to do something different every day to thank staff. There's National Librarian Day and also National Library Workers Day, so we usually provide lunch for staff on those days.

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

- Policies up for review due to changes and challenges within the state:
  - Collection Development Policy - still waiting for the City Attorney to return this.
  - Lisa is attending a workshop a week from today in Aubrey put on by the Texas State Library Archives Commission about tightening up your reconsideration policy, so she'll be doing that with our draft of our Collection Development Policy to see what they think, see if we can tighten it up, or if there are holes we are not aware of.
  - Small Business Center Policy is due for review - to be discussed in June.
- There are two work sessions that are scheduled right now for the City Council, July 11th and July 25th. The Board is welcome to come. They are in Council Chambers Tuesday night and start at six o'clock.
- Friends of the Library events.
  - The local Garden Tour is on Saturday, May 13th, Mother's Day weekend.
  - The Annual Book Sale is Saturday, July 22nd and preview night is going to be Friday, July 21st.
- The Summer Learning Club brochure release date is Monday, May 1st.
- First day to pick up reading logs is Monday, May 22nd.
- Annual Summer Kick Off is Friday, June 2.

◆ Kristin asked how to get into the preview night.

→ Ofilia said it is 10 dollars to become a member of the Friends of the Library. It's a little more for family. Ofilia offered to come back with the QR code and friend's membership envelopes next month,

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

### **ADJOURNMENT**

Roz made the motion to adjourn and Toshia seconded the motion. The vote passed 7-0. The meeting adjourned at 7:44 PM.

---

Juan Azcarate, Chair