



CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY BOARD MEETING
AGENDA

Tuesday, July 16, 2024 at 6:30 PM
City Hall, 321 N. Main Street

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Atwell Public Library Board to be held on Tuesday, July 16, 2024 at 6:30 p.m. at the Hutchins City Hall - Council Chambers located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

President, Cristian Martinez
Vice President, Angela Robertson
Secretary, Brenda Campbell
Board Member, Patrice Brown
Board Member, Yvette Lewis
Board Member, Jessica Sanchez

A. CALL TO ORDER

Roll Call

B. CITIZEN COMMENTS: *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

C. PRESENTATIONS

1. Summer Reading Program Update. Presented by Jesus Rios, Library Assistant
2. Board Member roles and responsibilities. Presented by: Wanda Randle, Director - Community Services & Park Programs

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

3. Consider approval of the February 20, 2024 Atwell Public Library Advisory Board Meeting .

E. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and consider quarterly board meetings. Presented by : Olivia Daniels, Librarian

F. ITEMS OF COMMUNITY INTEREST

5. Summer Reading Grand Prize Drawing, Saturday, July 27, 2024, 1:00 p.m. - Hutchins Community Center, 500 W. Hickman St., Hutchins, TX 75141.
6. Smokey Bear Reading Challenge, August 1-30, 2024, -Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

G. ADJOURNMENT

CERTIFICATION

I certify that a copy of the July 16, 2024 agenda of items to be considered by the Atwell Public Library Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on July 12, 2024 before 6:00 p.m.



Olivia Daniels
Staff Liaison

ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 24 hours in advance of scheduled meeting. For assistance, please call the library at 972-225-4711 or email the Librarian at odaniels@cityofhutchins.org



STAFF REPORT

MEETING DATE: July 16, 2024

MEETING TYPE: Atwell Public Library Advisory Board

SUBMITTED BY: Jesus Rios, Library Assistant

AGENDA CAPTION: Summer Reading Program Update

Background Information

Staff will provide an update on the Reading Kickoff events at Quail Run MHC, the canceled Wintergreen Terrace MHC event, and the official Summer Reading Kickoff at the Community Center on Friday, May 31, 2024. Summer library activities commenced on June 4th with the collaborative event “Ice Cream for Flowers” with Marigold’s Florist. Patrons are encouraged to participate by using the ReadSquared platform or app to track their points and engage in missions for additional points, while paper logs are also available. The Grand Prize Drawing event is scheduled for Saturday, July 29th, and staff kindly requests participation from library board members.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members promoting and volunteering for the Summer Reading program activities and Grand Prize Drawing.

Supporting Documentation and Attachments

None.



STAFF REPORT

MEETING DATE:	July 16, 2024
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Wanda Randle, Director-Community Services & Park Programs
AGENDA CAPTION:	Library board Roles and Responsibilities

Background Information

The Atwell Public Library Advisory Board serves as a valuable resource for the library by providing input, feedback, and recommendations on services, programs, and initiatives. Our board members bring diverse perspectives and expertise to help enhance the library's impact and relevance to its users. It is important for advisory board members to actively engage with the library staff, participate in meetings, and contribute their insights to support the library in meeting the needs of the community.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members actively participate in the board meetings, provide feedback on new initiatives and programs, assist with outreach efforts, and engage with the library's users to gather feedback and better serve the community.

Supporting Documentation and Attachments

None.



STAFF REPORT

MEETING DATE:	July 16, 2024
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Consider approval of the February 20, 2024 Atwell Public Library Advisory Board Meeting .

Background Information

Library board meeting minutes for the month of February 2024:
- February 20, 2024 Regular Atwell Public Library Board Advisory Meeting.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the library board meeting minutes for the month of February 2024.

Supporting Documentation and Attachments

1. Library Board Minutes February 20, 2024.



**CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY BOARD MEETING
MINUTES**

**Tuesday, February 20, 2024 at 6:30 PM
Hutchins Community Center, 500 W. Hickman St.**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Atwell Public Library Board to be held on Tuesday, February 20, 2024 at 6:30 p.m. at the Hutchins Community Center located at 500 W. Hickman St, Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

- President, Cristian Martinez
- Vice President, Angela Robertson
- Secretary, Brenda Campbell
- Board Member, Yvette Lewis
- Board Member, Jessica Sanchez
- Board Member, Vacant

A. CALL TO ORDER : President Cristian Martinez called the meeting to order at 6:35 p.m.

Roll Call : President Cristian Martinez, Vice President Angela Robertson, Secretary Breanda Campbell, Board Member Yvette Lewis, and Board Member Jessica Sanchez, all present.

B. CITIZEN COMMENTS: *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

C. PRESENTATIONS

1. Overview of library grants and programs.

Olivia Daniels, Librarian gave a presentation on the grants awarded to the library including the A.R.T. Resources program – A.R.T Library Program for free contemporary art books, Space Science Institute’s solar eclipse glasses, ALA Thinking Money for Kids program, and Atmos Energy sponsorship. Ms. Daniels also reviewed current programs and services including ReadSquared reading challenges- 1,000 Books Before Kindergarten and the Smokey Bear Reading Challenge.

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

2. Consider approval of the October 17, 2023 Atwell Public Library Advisory Board Meeting.

President Martinez made the motion seconded by Vice President Robertson to approve the Consent Agenda as presented. All in favor, the motion was carried unanimously 5-0.

E. REGULAR AGENDA - As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

3. Discuss and consider recommendations for a new recreation center and library building.

Board members discussed and considered improvements to a future library building based on the current library building. Some suggestions included, study and meeting rooms, a computer lab, distinct sections with unique furniture, signage, and décor, comfortable reading areas, as well as a game room, exhibit area, baby/toddler section, and more specialized volunteers or employees.

4. Discuss and consider library board soliciting or providing sponsorship for the Top Readers prizes for the 2024 Summer Reading Challenge.

Board members discussed and considered different ideas to improve or change the Top Readers prizes for the Summer Reading Challenge. President Martinez voted to remove a separate prize of monetary value for the Top Readers, but only to give recognition publicly. All in favor, the motion was carried unanimously 5-0.

5. Discuss and consider patron survey on library services and hours.

This agenda item was tabled from library board meeting October 17, 2023, and the board discussed and considered issuing a new patron survey on library services and hours. President Martinez voted to issue a new survey after an increase in city population. All in favor, the motion was carried unanimously 5-0.

F. ITEMS OF COMMUNITY INTEREST

President Cristian Martinez announce the items of community interest.

G. ADJOURNMENT

President Cristian Martinez made the motion seconded by Vice President Angela Robertson to adjourn the meeting at 7:49 p.m. All in favor, the motion was carried unanimously 5-0.

PASSED AND APPROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD AT A REGULAR MEETING HELD ON MARCH 19, 2024.

APPROVED:

Cristian Martinez
President

ATTEST:

Brenda Campbell
Secretary



STAFF REPORT

MEETING DATE: July 16, 2024

MEETING TYPE: Atwell Public Library Advisory Board

SUBMITTED BY: Olivia Daniels, Librarian

AGENDA CAPTION: Discuss and consider quarterly board meetings.

Background Information

The library board has been meeting on the third Tuesday of every month, with the exception of the holidays and those that affect city council meeting dates. With low regular attendance since August 2023, staff proposes to change monthly meetings to quarterly meetings. To reduce burnout meeting quarterly can help board members manage their own time and energy, allowing them to prioritize tasks and focus on high-impact activities, rather than being overwhelmed by frequent meetings. Additionally, meeting quarterly is more aligned with the library's goals and objectives, allowing staff to focus on key initiatives and make progress towards achieving them.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the library board meeting quarterly.

Supporting Documentation and Attachments

1. Library Board § 1.12.033. 1992 Code, sec. 8.802

DIVISION 2
Library Board

§ 1.12.031. Name.

The name of the library board shall be Hutchins Atwell Public Library Board.
(1992 Code, sec. 8.802)

§ 1.12.032. Purpose.

The purpose of the public library board shall be to provide free, efficient library service to all children, youth and adults for their personal growth and cultural enrichment.
(1992 Code, sec. 8.802)

§ 1.12.033. Composition.

The public library board shall consist of six (6) members appointed by the city council for two-year terms, three (3) members being appointed each year; said library board shall, in cooperation with the librarian, act as an advisory body to the city council in the supervision and management of the free public library within the city limits of the city.
(1992 Code, sec. 8.802)

§ 1.12.034. Organization.

Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.
(1992 Code, sec. 8.802)

§ 1.12.035. Dismissal and replacement.

The dismissal and replacement of board members shall be effected as follows:

- (1) Any board member having three (3) consecutive unexplained absences from regular meetings of the library board shall be reported to the city council for replacement, and a name will be submitted at the same time to fill the vacancy.
- (2) Any board member shall be subject to removal by the city council for any cause deemed by the city council sufficient for his/her removal in the interest of the public service; but only after a public hearing before the city council on charges publicly made, if demanded by such member within ten (10) days.
- (3) The unexpired term of a board member whose place has been removed or otherwise become vacant, except for absences, shall be filled by one recommended by the library board and approved by the city council.

(1992 Code, sec. 8.802)

§ 1.12.036. Duties.

The duties of the library board shall be as follows:

§ 1.12.036

§ 1.12.036

- (1) It shall follow the rules and regulations prescribed by the city council for the conduct of its business.
- (2) It shall act only in an advisory capacity to the city council in all matters pertaining to the library.
- (3) It shall study and encourage the development of adequate library facilities for the residents of the city.
- (4) It shall recommend policies on library service for approval by the city council.
- (5) It shall advise the librarian on problems of development of library facilities, programs and improved library services.
- (6) It shall recommend to the city council suggested programs on the development of library facilities, programs and financial support.
- (7) It shall have periodic inventories made of library services that exist or may be needed, and make recommendations to the city council and to the librarian.
- (8) It shall advise in coordinating the library service with the programs of other governmental agencies and voluntary organizations.
- (9) It shall review the effectiveness of the librarian with the city council.
- (10) It shall assist in interpreting the policies and functions of the library department to the public.
- (11) It shall make recommendations to the city council relative to the annual budget for the library department.
- (12) It shall advise the librarian on the development of long-range capital improvement programs, and, when in its opinion the need exists for additional library facilities, it shall make appropriate recommendations to the city council.
- (13) It shall recommend to the city council the amount to be charged as a fee for the use of any library facilities.
- (14) It shall recommend to the city council rules and regulations governing the administration of the library program and the use of library facilities.
- (15) It shall make any other recommendations to the city council regarding library matters that it considers advisable.
- (16) It may solicit for the city gifts, revenues, bequests or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the city council.
- (17) It shall, whenever in its opinion it is desirable or necessary to establish operating hours during which library facilities shall be operated, recommend to the city council such hours of operation, and if approved by the city council, such hours shall be posted on the entrance of such buildings, facilities, etc., and shall be deemed as the official hours of

operation.

(18) It shall recommend the establishment of such professional library association relationships as shall enhance the growth and service of the Hutchins Atwell Public Library. It shall cooperate with local, state, and national agencies in their efforts to raise the standards and enrich the efforts of library services.

(1992 Code, sec. 8.802)