



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

**Tuesday, November 21, 2023 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, November 21, 2023 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, Yvette Sanchez
Board Member, Sherri Edwards
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

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.*

1. Consider approval of the October 17, 2023 Atwell Public Library Advisory Board meeting minutes.

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.*

2. Discuss and consider canceling the December 19, 2023 library board meeting.

F. ITEMS OF COMMUNITY INTEREST

- November Adult Reading Challenge Drawing, Thursday, November 30, 2023 at 9:30 p.m. , - Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

- Hutchins Christmas Parade, Saturday, December 9, 2023 at 10:00 a.m. - Hutchins Community Center, 500 W. Hickman St., Hutchins, TX 75141.
- Winter Break Activities, December 26-29, 2023 - Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

G. ADJOURNMENT

CERTIFICATION

I certify that a copy of the November 21, 2023, 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 November 17, 2023, 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 staff liaison at 972-225-4711 or email at AtwellLibrary@cityofhutchins.org.



Hutchins City Hall
321 N. Main Street
Hutchins, TX 75141
www.cityofhutchins.org

President Cristian Martinez
Vice President Angela Roberts
Secretary Brenda Campbell
Board Member Sherri Edwards
Board Member Yvette Lewis
Board Member Jessica Sanchez

**MINUTES
CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING
Tuesday, October 17, 2023– 6:30 PM
Hutchins City Hall- Council Chamber
321 N. Main St., Hutchins Texas**

The Atwell Public Library Advisory Board met at the Hutchins City Hall- Council Chamber located at 321 N. Main St., Hutchins, Texas, on Tuesday, October 17, 2023, with the Regular Library board meeting beginning at 6:30 p.m. at which time the following items were discussed and considered:

REGULAR SESSION:

- A. CALL TO ORDER:** Vice President Angela Robertson called the meeting to order at 6:30 p.m.
1. **Roll Call:** Board Members in attendance: Vice President Angela Robertson, Secretary Brenda Campbell, Board Member Yvette Lewis, and Board Member Jessica Sanchez. President Cristian Martinez and Board Member Sherri Edwards were absent.
- B. CITIZEN COMMENTS:** None.
- C. PRESENTATIONS:** None.
- 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.*
1. **Consider approval of the September 19, 2023, Atwell Public Library Advisory Board Meeting minutes.**
- Secretary Campbell made the motion seconded by Board Member Sanchez to approve the Consent Agenda as presented. All in favor, the motion was carried unanimously 4-0.
- E. REGULAR AGENDA**

1. Discuss and consider patron survey on library services and hours and distribution.

Presented by Olivia Daniels, Librarian

Olivia Daniels, Librarian provided information about the library hours and staff for the surrounding eight closest libraries as well as a draft of a current patron survey. Wanda Randle, Director-Community Services & Park Programs, spoke on the previously issued patron services survey. Board members discussed and considered a patron survey to be issued this year. Board members voted to table the issue until the January 16, 2023 board meeting. All in favor, the motion was carried unanimously 4-0.

F. ITEMS OF COMMUNITY INTEREST

Vice President Angela Robertson announced the items of community interest.

G. ADJOURNMENT

Vice President Robertson made the motion seconded by Board Member Sanchez to adjourn the meeting at 7:17 p.m. All in favor, the motion was carried unanimously 4-0.

**PASSED AND APROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD
AT A REGULAR MEETING HELD ON NOVEMBER 21, 2023.**

APPROVED:

Cristian Martinez, President

ATTEST:

Brenda Campbell, Secretary



STAFF REPORT

MEETING DATE:	November 21, 2023
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider canceling December 19, 2023 library board meeting.

Background Information

The upcoming library board meeting on December 19, 2023 is less than one week from the Christmas Day holiday. The board members will discuss and consider whether they will be in attendance of the meeting date or vote to cancel and resume regular meetings on January 16, 2024.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends canceling December 19, 2023 meeting, and resume next regular meeting date of January 16, 2024.

Supporting Documentation and Attachments

N/A