



Library Advisory Board

Minutes

In-person Meeting

September 13, 2021 – 7:00 p.m.

Library Conference Room

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate III, called the meeting to order at 7:00pm. The following Library Board members were present: Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison.

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.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the August 9, 2021 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, August 9, 2021.
 - ◆ Kristin made a motion to approve the minutes
 - Toshia 2nd, all in favor

WORK SESSION – DISCUSSION ITEMS

1. Staff Spotlight: Cheryl Glidewell, Circulation Supervisor

- Ofilia stated that Cheryl is the longest serving employee at the library, she has been here for 17 years.
- Cheryl started in 2004 in the old building as a part time shelver, and moved her way into the front desk.
 - ◆ Circulation is about customer service, greeting patrons, helping them check out and helping them find something they are looking for or getting them to the reference assistance at the appropriate desk.
 - ◆ Behind the scenes they check for damages, lock DVDs and get everything ready as quickly as possible in order to get it quickly back on the shelves for patrons.

- ◆ Cheryl and circulation are in charge of the Drive Thru window. She stated that it was a whole different workflow from the front desk but the circulation staff has gotten used to it now.
- ◆ Circulation is also in charge of book repairs, lost books and overdue notices. Cheryl also monitors any online questions that has to do with registration and monitors the online library card process.
- ◆ The ability to get an online digital card is monitored through Circulation as well; this gives patrons the ability to use all the digital content the library offers. The card is good for 6 months then a patron would have to come into the library to get a physical card.
- ◆ Ofilia stated that circulation also has a schedule where each month they check a section to make sure everything is where it needs to be as well as dust it.
 - Volunteer (Friends of Library president) comes in and cleans the DVD's.
- ◆ 3 times a day circulation pulls holds, where they pull something off the shelf that someone requests, and alerts the patron it is ready. On Fridays and Saturdays they do it twice a day.
- ◆ There are 11 people in the circulation department to handle the many things that circulation does.
 - Only 2 other full time employees and the rest are part time.
 - Juan asked if the part time staff work a certain number of hours or does it fluctuate.
 - ◆ Cheryl stated that most of them work 24 hours 5 days a week. One is 16 hours and 2 are 18 hours.
- Cheryl ended by giving a telling a little bit about herself
 - ◆ She lives in St. Paul, with her husband, has 2 grown sons and 3 grandchildren. She also likes to work in the yard and her garden.
- Ofilia asked if for the next Staff spotlight she could invite the Friends of the Library president, to give the board some information about all the events that are coming up.
 - ◆ Everyone agreed to extend the invitation.

2. Review status of FY 22 budget and Assistant Director position request

- Ofilia informed the board that everything passed at the City Council meeting.
 - ◆ Ofilia will meet with the HR director tomorrow morning, so they can go over the job description and get it posted hopefully in the next couple days.
- The YMCA discussed taking over the Rec a few Council meetings ago, they are supposed to come back to answer a few more questions, but Ofilia saw the agenda and noticed they are not on it for the next meeting.
 - ◆ The Rec Center was always treated as a service not as a for profit entity. They asked to raise rates a year or two ago and council said no, they wanted the Rec to stay as a service and more affordable.
 - Juan asked if there are people who believe that it could be managed better with a third party? Ofilia answered that people believe that they are going to save money on their property taxes. Which is not true since the Rec center is not funded by property taxes but by sales taxes.
 - The reason that it may concern the library is because if there are talks of privatizing the Rec Center then the library could be next.
 - Roz asked if it was true that the Mayor is the one driving this change. Yes he is the one pushing for the change.
 - Kristina asked if there are companies that can privatize a library? Yes, they come in and fire all the staff to rehire at a lower rate, then make changes by cutting programs and running everything with a for profit state of mind.

- ◆ Usually when talks of privatization come in the library will get brought up since it does not make a profit but it is not meant to make a profit. The Library is funded through property taxes, but the library is also the smallest department in the city.
 - ◆ Carla stated that if the Library were privatized there would then be no need for an Advisory Library Board.
 - ◆ Ofilia will keep the board informed on what will transpire.
 - ◆ On the agenda for tomorrow's meeting is options for the remaining fund balance that the city has. The city manager has picked 6 or 7 items that he recommends that get funded and one of those items is the sorter.
 - Juan asked about the maintenance fees and if those would be included in the request? Those fees come out of ITs budget, which is how it currently is.
 - The amount that is being requested for the sorter is \$120,000, and that includes the sorter and the intake box that is outside.
- 3. Review circulation statistics for August 2021**
- Ofilia presented the board with the statistics for the month of August.
 - ◆ The numbers for circulation have still not come back to 2019 standards but are much better than last year's numbers.
 - Overdrive, Kanopy and Hoopla stats were also presented.
 - ◆ Patrons are given 10 credits a month on Hoopla and 5 credits a month on Kanopy.
- 4. In-Service training provided by the Texas State Library and Archives Commission**
- The library was closed Saturday through Tuesday of Labor Day weekend, for maintenance to reseal all the wood floors and other building maintenance
 - ◆ Library staff is allowed back in the building on Tuesday, they just ask that there is not a lot of heavy traffic while the floors are still drying.
 - On Tuesday, the staff did its annual In-Service day complete with team building exercises. This year the Texas State Library and Archives Commission had two inclusion consultants zoom in to do a training on inclusion that really got the staff involved and talking.
 - Juan asked if it was all day Tuesday? Ofilia responded that it was Tuesday morning then after lunch was a team building activity, followed by department meetings with everyone able to be present.
- 5. Review upcoming programs**
- Finance for Women is coming up and there is still space available.
 - Disaster Preparedness is on Thursday.
 - Medicare 101 is Tuesday Sept 21st.
 - Ghost Hunter Academy is Tuesday October 12th at 6pm.
 - Business Card Exchange is every Wednesday.
 - Also included in the packet was all the programs for Kids & Teens.
 - ◆ Dungeons and Dragons has become popular again.
- 6. Other Business**
- Friends of the Library Night of Spooks is also coming up on October 26th.
 - The Library's 50th anniversary party will be on November 6th.
 - Juan asked if the only vacancy that the library currently has is the Assistant Director position?
 - ◆ Ofilia stated that that is the only new position available, however there were a few employees that turned in their notices this past week, one being a full time position.
 - There are many current employees interested in the full time position.

- Carla asked if HR is the one that finds the candidates and interviews or if Ofilia will be doing the interviews?
 - Ofilia stated she will be conducting the interviews.
- ◆ A part time position has also opened up and that should be posted by the end of the week.
 - Carla clarified if HR just approved the posting then Ofilia and staff take over from there.
 - Ofilia confirmed that and stated that most of the job postings are already done, they just get looked over to make sure they are up to date. However the Assistant Director position was a brand new position so Ofilia created the job description and then worked with HR to fine tune it.
 - Juan asked if once the candidates are interviewed if Ofilia then lets HR know who is chosen?
 - Yes, depending on the position, for the part time position it is a short interview with a phone screening, but for the big positions there is a more in depth phone interview then they decide who will be interviewed in person with a panel interview. For the Assistant Director position there will probably be two rounds of panel interviews.

ADJOURNMENT

Carla made a motion to adjourn the meeting. Roz 2nd motion; all approved
Meeting adjourned at 7:37pm.



Juan Azcarate III, Board