



Library Advisory Board

Minutes

Virtual Meeting

April 12th, 2021 – 7:00 p.m.

Virtual Meeting via Zoom Link:

<https://us02web.zoom.us/j/82028586655>

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair, Janice Borland called the meeting to order at 7:02pm. The following Library Board members were present: Juan M. Azcarate III, Janice Borland, Rosalynn Davis, Toshia Kimball, Carla McCullough, Irene Chavira, Ofilia Barrera, Board Liaison. Arthur Borgemenke was absent

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.

BUSINESS ITEMS

1. **Consider and act upon approval of the Minutes of the February 8th, 2021 Library Board Meeting.**

Board Action:

- Minutes approved last month were incorrectly labeled as February 8th but were January's minutes
- The Library Board Minutes of Monday, February 8th, 2021 needed no corrections.
 - ◆ Juan Azcarte III made a motion to approve the minutes
 - ◆ Toshia Kimball 2nd the motion, all approved.
- The Library Board Minutes of Monday, March 22nd, 2021 needed no corrections.
 - ◆ Rosalynn Davis made a motion to approve the minutes
 - ◆ Carla McCullough 2nd the motion, all approved.

REGULAR AGENDA – DISCUSSION ITEMS

1. **Staff Spotlight: Laura Condit, Technical Service Librarian**

- Ofilia Barrera introduced the board to Laura Condit, the Technical Service Librarian
 - ◆ Laura Condit has been working at the Library for 14 years
 - ◆ Laura Condit explained that her job is solving problems that are not known by all in unconventional ways. Her work takes place behind the scenes, she does all the cataloging

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seen by patrons, opens and organizes all the new books that come in. She even created all the steam kits that are available.

- The current amount of items that the Library has is 153,000, and Laura Condit has touched them all.
- In 2007 the library added 4,500 new items; when the library opened in the new building the library added 17,000 new items.
- ◆ Laura Condit informed the board when the library closed down last year she and all other staff were able to conduct an inventory of the items to get everything organized.
 - She explained that she would like it to happen again but the building would need to be closed to the public in order to do it.
- ◆ Janice Borland asked if the shelves had reached capacity yet
 - Ofilia Barrera explained that some areas are full but, she recently assisted Adult Services with adding a new shelf in order to have more space for books. They are also in the process of reorganizing as well.

2. Council Meeting: NLW Proclamation and Meeting Room on Consent Agenda

- The Mayor of Wylie will present a proclamation to the Library in honor of National Library Week.
- The new board approved meeting room policy is on the agenda for the City Council to approve, but they had a few questions prior to the meeting:
 - ◆ Why is the library not allowing commercial sales?
 - Ofilia Barrera stated these events were never allowed and this restriction has always been on the policy.
 - ◆ Why are social gatherings not allowed?
 - These events are no longer allowed because the room is simply not set up to host the events, there is no sink and the carpet always gets very dirty after said events. Also it would take away from the Rec Center profits since they have for rooms to accommodate social events.
 - ◆ Why are political events not allowed?
 - The library would like to remain a neutral territory, and does not have the means to police such events if they were to get out of hand. The portion of the policy being questioned by the City Council was pulled from Austin's Public Library meeting room policy.
 - Ofilia Barrera asked the board if she could state the Library Board is in support of the policy. Board agreed.
 - Ofilia Barrera to speak with the City Secretary in the morning about the policy in regards to city ordinance.
 - Juan Azcarate III inquired about political forums; Ofilia Barrera stated the City attorney had the word forum removed from the policy.
 - Many libraries and the Rec Center does not allow political events to take place in their meeting rooms.
 - Many feel the Library should be for enrichment and not "take sides" in political events.
- The City Council also questioned what the percentage of utilization for the large meeting room is allocated to reservations as opposed to library programs, and what is the long term plan for room?
 - ◆ Ofilia Barrera did not have an exact percentage of usage as the room is booked with an As Needed mentality, summer being the time it is mostly used by the library.
 - Could look at past years events to try and get an exact percentage if it is needed.
 - ◆ Ofilia Barrera stated she wasn't quite sure what they were looking for exactly with the question but stated:
 - Remodeling the room by creating a dividing wall to break the room into 2 smaller rooms, adding a kitchen, replacing flooring, extending into foyer.

- ◆ Pre Pandemic the room usage was very high, but it would be a waiting game to see how it fairs Post Pandemic.

3. Budget Update: Current Request

- Mid year budget amendment in ballot; Ofilia Barrera requested that the open Shelver position be changed to a technical service position, with the hours adjusted it would be no more money then current position.
- Ofilia Barrera also requested a personal upgrade for the Electronic Service Librarian to be changed to a Technology Manager
 - ◆ The position would be 2nd under Ofilia Barrera and step in if she was away. They could also handle some contract budgeting, as well as oversee the Circulation department and the Technical Services department.
 - Requests needed to be turned in by last Friday (4/9) for consideration and Ofilia would have to present her reasonings to the City Manager the beginning of May, and he would decide which request to present to the City Council.
 - Carla McCullough asked if the position would need to be posted to the public; Ofilia stated that since it is not a new position and only a position upgrade it would not have to be posted.
 - Janic Borland asked if the position would come with a salary increase; Ofilia Barrera stated that it would be a salary increase.
 - Ofilia Barrera commented that a restructuring would need to be considered, in the future if positions can not be added. She considered what other libraries are doing: A one-desk model but was not a fan due to not being able to continue the customer service our patrons have come to expect.
- A new sorter will also be considered for budget requests; options are being discussed with the current vendor. Ofilia Barrera will update the board once more information is available.

4. Library Usage Statistics: January - March 2021

- January and February 2021 were still lower than last year for library usage
 - ◆ February was close to meeting last year's numbers, however the winter storm this year caused the library to close for a week.
- March 2021 numbers were higher than last year for library usage
 - ◆ The last 2 weeks of March 2020 were closed due to the start of the Covid-19 pandemic.
- Overall the numbers are starting to increase as more families become comfortable with doing things again.
- Ofilia Barrera asked if the board was still interested in receiving usage numbers; all agreed they liked the stats; Ofilia Barrera to continue providing library statistics.

5. Summer Programming/Reading Club Update

- Ofilia Barrera informed the board that she had 2 school events coming up:
 - ◆ Kindergarten Round Up at Groves Elementary
 - ◆ A Sage event this Saturday (4/17)
 - ◆ Summer Reading Club flyers are being created to be distributed during both events.
- A Virtual Shoebox Parade is going to be held on Monday June 7th.
 - ◆ The event will be hosted by two puppets Gertie Goose and Ruth Ann in front of a green screen so that we will be able to digitally insert the Brown House.
 - ◆ The plan is to have 5 boxes be done by the Library and 5 completed by the Rec Center with the background being Downtown Wylie.
- Summer Kick of Event is going to be a drive through on June 11th
 - ◆ BooCoos the clown will be at the beginning of the drive through, the Rec Center will have staff dressed up as an inflatable Picachu and a T-Rex.

- ◆ The event will have a giant tent that will be decorated for patrons to drive through, goodie bags will be handed out as well as a popsicle for anyone in the car.
- ◆ Ofilia Barrera is working with Parks and Wylie PD to ensure that the event goes smoothly.
- Some events will still be virtual this summer but most will move back to in person events, with a few staying virtual due to presenters preferences or conflicts.
 - ◆ Storytime may take place in the Multi Purpose Room, in order for the program to social distance without cutting the attendance list.
- Ofilia Barrera should have the summer brochure available for the board to review by next months meeting
- Juan Azcarate III inquired if there has been any issues with people wearing and not wearing masks; Ofilia stated that most library patrons still wear masks, and the ones who don't haven't cause any issues.

6. Future Meetings

- Ofilia Barrera revisited the discussion on the future of the library board meetings
 - ◆ The board decided to reinstate live meetings, starting next month.

7. Upcoming Programs

- Gardening in the Shade
- Interview Tips & Tricks
- Third Monday Book Brunch
- Seed Swap
 - ◆ Ofilia Barrera is in discussion with the Friends of the library to have the Annual Big Book Sale at the same time as Seed Swap, but some members are still hesitant to have live events. Ofilia to speak with them about the issue further.

8. Closing

- Next meeting May 10th
- New staff member to meet

ADJOURNMENT

Rosalynn Davis made a motion to adjourn the meeting. Juan 2nd motion; all approved
Meeting adjourned at 7:57pm.


Janice Borland, Chair