



# Library Advisory Board Minutes

**In-person Meeting**  
**January 23, 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, Justin Strauch & Ofilia Barrera, Board Liaison. Carla McCullough is the only Board member not 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.*

## **PRESENTATION**

### **1. Staff Spotlight: Ana Lopez, Technical Services Technician**

→Ofilia introduced Ana Lopez as our Technical Services Technician in the library. She told the Board that Ana works with Laura whom they had met on Zoom previously. Ofilia explained Ana did not start there and asked Ana to introduce herself and talk about her work.

- ◆Ana said she started in the Circ Department for three years part-time, and then a little over a year ago she took this full-time position. She described the process they go through to receive, catalog, and track inventory.

→Ofilia told the Board this position is extremely detail-oriented and not for everyone. Ana has a great relationship with Laura. e stated the staff at the library is glad she is there.

- ◆Justin asked if there was anything the Board could do to help and support her.

- ◆Ana replied that she had not had any issues she felt would need additional resources other than Laura's guidance, and she thanked him.

- ◆Juan asked if there was any feedback.

→Ofilia thanked Ana for coming and told her that the Board appreciated her time.

## **CONSENT AGENDA**

### **1. Consider and act upon approval of the Minutes of the November 28, 2022 Library Board Meeting.**

#### **Board Action:**

The Library Board Minutes of November 28, 2022.

- ◆ Juan asked for feedback after taking time to review the minutes, and there were no changes or questions related to the minutes. He did make the note that his title is not Board President but rather Chair. He requested that the change be made.

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

- ◆ Justin seconded the motion with the change made.

All votes were in favor. The motion passed 6-0.

## **WORK SESSION - DISCUSSION ITEMS**

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

Ofilia said the report had been updated with dates for a full month. She stated this report covers November 24 - December 21, and December 22 thru January 18. She said it was a busy holiday month, and programs were

well attended. She mentioned we celebrated Grinchmas at the library on the cold, cold day in December. However, it did not hinder attendance since there were 100 people there for the craft and movie. She said checkouts were going strong. She mentioned that digital participation remains steady, but the overall circulation numbers were a little lower for the month given that we were closed for several days in December. She asked if there were questions about the numbers.

◆ There were no questions from the Board members.

→ Ofilia moved on to meetings and training highlights and asked if there were questions on anything.

◆ Juan asked if the records retention training was an annual training.

→ Ofilia stated she had not been through that training before now. She said the City Secretary was in charge of it, and it may have been offered because there are lots of new staff. Ofilia stated she and Michelle learned quite a lot about destruction logs and retaining records. It is not the most exciting topic, but Michelle had come back to the library and put together everything we needed in place for destruction logs, etc.

◆ Roz asked about the installation of the sorter.

→ Ofilia told the Board the process went better than expected. It started on time and ended earlier than expected but as they promised. The day it arrived, we were expecting storms. It was unloaded right before a downpour, and after they covered it with tarps. Once the storm moved through, things went smoothly and professionally. They explained things to the staff, were patient, and made it a great experience working with them. The work the staff did ahead of time made a difference in signage, nothing being due on those days, and the campaign to advertise the closing. It was not at all as stressful as it could have been.

◆ Justin asked about the community garden.

→ Ofilia explained the garden is a library garden and not a community garden that started out as a project for Veronica, one of our Youth Services Librarians, and her book club. The garden has evolved and now has a committee of locals, including a member who is a new graduate and now a Collin County Master Gardener involved in its growth and care. The Parks Department is currently laying concrete paths right now and a pad that will provide a place for classes and events. The group is very dedicated and has big plans to expand. It currently donates all of its fruits and vegetables to cafe 544 at the high school.

◆ Justin asked how the Friends of the Library was doing.

→ Ofilia mentioned the Board that has been in place for decades is slowly dismantling with two members who have had to step down for personal reasons. We posted on Facebook and advertised for those seats and happily had a huge response. Ofilia is following up with those that are interested to ensure they are aware of what it entails. They have been invited to our next meeting and it is a work in progress. The Friends are hosting a Bookmark Contest that starts on Feb 1st. There are five age categories. They design their own bookmark, and the Friends Board chooses winners in each age group. The winning bookmarks are printed and handed out at the library.

◆ Justin asked how to get to the entry form.

→ Ofilia stated that it will be on the website and she would send Justin the link to share with his students.

## **2. Review upcoming programs for February 2023.**

- The celebration of Black History Month will be a focus in February at the library. The Haley exhibit will come down at the end of January.
- Burl Washington's art will be displayed. He is a local artist and celebrity of sorts known as the Buffalo Soldier Artist. Ofilia said we will continue to showcase the American West from a different perspective. He will also be at the library on Saturday, February 11 at 2 pm to talk to anyone who is interested.
- 3D Printer (Todd) is now being demonstrated by Adult Services for patrons who are curious. It is a how-to as well as a question-and-answer session. There are three or more scheduled as interest persists. Marla, the old printer, is still running and can be run at the same time. We use her often for single-color jobs.
- Deah Berry Mitchell, another local celebrity of sorts, who writes a column for the Dallas Morning News is doing a food program for us on West African Cuisine.
- The Juneteenth Committee, our partner from the Kwanzaa program, is hosting a talent showcase on February 25. There are age categories. Patrons from kids to adults can do a painting, a poem, a drawing,

- etc. All of the information is on our website.
- Youth services are hosting their book clubs this month.
- Special programs for kids and teens will be back in March for Spring Break.

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

- Policies up for review due to changes and challenges within the state
  - Collection Development Policy - was at the City Attorney's office to review changes, and that has been sent back to us. We are working through the comments, suggestions, and changes.
  - Confidentiality of Library Records needs to be reviewed.
  - The 2023 Small Business Center policy will have been in place for five years and may need a quick review. Ofilia does not expect big changes here.
- Friends of the Library Events
- Our next meeting is on February 27, 2023

◆Roz asked about the policies for review and when those will be in front of the Board for discussion.

→ Ofilia said the Collection Development policy is a process. The attorney's comments will be reviewed with the librarians who have to enforce the policy, and then it goes back to the attorneys. The goal is to have it in front of the Board if all goes well in March.

◆Justin asked about details on the policy.

→Ofilia said with all the changes going on with the state, we thought our policy was too vague. She suggested the current policy, which is on the web and has been reviewed previously by the Board, can serve as a good reference. The section being re-written is the reconsideration of materials. The language may need to be more detailed and specific as to the steps on what will happen when items are challenged. We have learned from things happening everywhere else that a good policy needs to be in place.

◆Justin asked if weeding was part of the policy.

→Ofilia said it is.

◆Juan asked if these policies are the ones under review in the next three to four months.

Ofilia confirmed these policies are the ones to be reviewed by the Board very soon.

◆Justin asked how soon the Friends group wanted to fill vacancies on their Board.

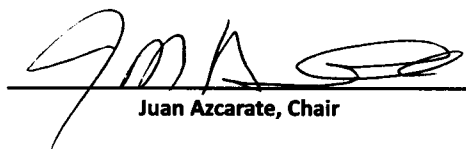
→Ofilia said the need is urgent because the two positions available are key. The group is hobbled without a Secretary and a Treasurer. Without these members, it's harder to get a quorum, which means items cannot be voted on. She mentioned we have several positions rolling off the Library Advisory Board as well. She encouraged the Board to make suggestions on filling those positions because feedback is welcome.

◆Kristin asked how the sorter was being received by patrons.

→Ofilia said it has been a little awkward with the push out of the drive-thru, but people seem to be adjusting. It is no longer going down, so the voice is not informing everyone all the time that there is a jam the way it was before. Ofilia said it does speak to us professionally and needs a name. She said it is much more flexible than the old sorter because we can change the way the bins are filled, especially on long breaks during closures. This means the staff doesn't have to come in as much to empty bins over holiday closures. The new machine also allows us to reset those functions so we can get back to normal operations when we need to. It is much quieter as well. Overall, it is a good transition.

#### **ADJOURNMENT**

Justin made the motion to adjourn and Kristina seconded the motion. Vote passed 6-0. The meeting adjourned at 7:31 PM.

  
 Juan Azcarate, Chair