



# Library Advisory Board Minutes

In-person Meeting  
June 26, 2023 – 7:00 p.m.  
Council Chambers

## **CALL TO ORDER**

*Announce the presence of a Quorum.*

Staff Liaison, Ofilia Barrera, called the meeting to order at 7:01 p.m. The following Library Board members were present: Kristin Botsford, Roz Davis, Kristina Jones, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. Juan Azcarate was not present.

## **Nominate and vote on a Vice Chair for the Board**

Ofilia requested the Board consider nominating a Vice-Chair as set forth in the bylaws, and due to the Chair reaching his term limit.

→ Roz made a motion to nominate Toshia Kimball as the Vice-Chair for the Advisory Board.

→ Carla seconded the motion.

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

## **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.*

## **CONSENT AGENDA**

**A. Consider and act upon approval of the Minutes of the April 24, 2023 Library Board Meeting.**

### **Board Action:**

The Library Board Minutes of April 24, 2023.

- ◆ Asked for feedback after reviewing the minutes, and there were no changes or questions related to the minutes.

- ◆ Ofilia asked for a motion to approve the minutes without change.

→ Kristin made a motion to approve the minutes.

→ Justin seconded the motion.

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

## **REGULAR AGENDA**

### **1. Review and approve the Collection Development Policy**

Ofilia mentioned the policy had been reviewed by the attorneys, the Texas State Library Archives Commission, other libraries, etc. looking to be sure it is clear and the steps are easy to follow. She said the policy is much the same as it always was, with the exception of the section called Stating Concerns About Library Materials. She mentioned:

- The steps are now clear, not vague, with timelines, and precise procedures for the process.
- There will be an in-depth review of the policy with the Board and its new members.

- ◆ Justin asked why you must be a Wylie resident since we do not have a residency requirement.

→ Ofilia discussed suggestions made by attorneys and TSLAC to allow only taxpayers to participate in the steps taken to review materials given they pay to build and retain the resources at the library. She stated she would be willing to talk to anyone who has concerns, but to follow this procedure, it must be someone who provides funding for the library and is paying for them in local tax dollars.

- ◆ Toshia asked for the definition of en loco parentis.

→Ofilia stated that in other libraries, perhaps in schools, librarians acted in the interest of the parents. She stated that our staff will not make decisions or approve materials for children in place of a parent.

◆ Kristin asked about kids that are at the library (over the age of 10) without a parent.

→Ofilia mentioned children over the age of 10 can be in the library without a parent, but staff is not policing what they read and/or check out while they are here. It is up to a parent to review the materials. We do not have software sophisticated enough to limit what kids can or can't check out.

◆ Roz made several grammatical changes to the policy and specifically pointed out what needed to be changed.

→Ofilia stated this procedure has not been implemented in several years and gave examples of previous collection discussions some of which were based on where materials should be shelved.

◆ Roz asked for clarification on what concerns the policy would address.

→Ofilia emphasized her role in making sure a Librarian followed the selection criteria rules listed in this policy. She clarified we are not the judge of the appropriateness of materials other than being sure materials are in the right collections/areas of the library. Appropriateness of materials in general would be a court's decision and would happen at the state level.

◆ Kristin referred back to page 8 in that the removal of the materials would not be possible without a court order.

→ Ofilia discussed the public's recent concerns over pornography and stated if we collected materials classified as pornography, we would lose our accreditation. She confirmed the materials we have are not labeled as pornography by the State. If it is categorized that way, we would have to remove it. She explained librarians don't have the authority to make those determinations. A judicial body would decide this within a lawsuit or case about specific materials. She reiterated there would need to be a court order stating something had been classified as such in order to remove it from the library.

→Roz made a motion to approve the policy with the suggested edits.

→Carla seconded the motion.

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

## **2. Review and approve the Small Business Center Use Policy**

Ofilia stated that the Small Business Center is different than our other study rooms.

- The Wylie Economic Development Corporation (WEDC) furnished the area of the library known as the Small Business Center.
- The WEDC would like it to be used for the development of entrepreneurship.
- It is not a study room. It is set apart and is a private room next to the Maker Space at the library.
- It no originally had a couple of computers and business resources. Prior to Covid, it was repurposed with tech abilities including mobile conferencing with a large TV, but it wasn't really being used. It can now be used for virtual meetings, interviews, or training.
- It seats four comfortably.
- Ofilia would like it to become part of the reservations system online like the conference room and multi-purpose room spaces.

◆ Roz requested more information on how we ensure the room is being reserved for the proper purpose.

→Ofilia and Michelle discussed the form used to request the reservation and the approval process.

◆Carla suggested several grammatical changes.

◆ Kristin asked about the meaning of non-commercial purposes within the policy.

→Ofilia explained that the room cannot be used for the purpose of selling something or promoting products. She gave examples of ways it could be used, for instance, in sales training.

◆Justin asked about the WEDC donation of furniture.

→Ofilia explained the ongoing commitment the WEDC has provided for the space.

◆ Carla requested and discussed with Ofilia, clarification of the requirement for a library card or picture ID.

→Justin moved to approve the policy with the discussed changes.

→Kristina seconded the motion.

The vote passed 6-0.

## **WORK SESSION - DISCUSSION ITEMS**

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

→Ofilia said this report covers two months April 20 - May 17 and May 18 - June 21 because there was not a meeting in May. She reminded the group that in the month of May numbers may be lower, especially in Teens and Children's, as there are no programs as they prepare for summer.

→Ofilia discussed streaming and the increase in usage. Kanopy is very high, maybe due to videos that we posted on social media explaining all the things you can do within Kanopy. The numbers were so high that Ofilia checked several times to verify them. She also increased the number of credits a patron can use monthly from 5 to 10.

- ◆ Roz requested updates to the spacing on page 12, and in circulation statistics.

- ◆ Carla asked about the combination reference position currently open.

→Ofilia explained we only have one of those positions that youth services and adult services share. She spent a few minutes explaining that position and its responsibility.

As the Board reviewed the packet, Ofilia mentioned we are exploring the possibility of an APP for the library. Patrons would be able to reference the catalog, place holds, let you know they are on the way to pick up the holds, see when things are due, etc. The contract is currently being reviewed.

- ◆ Kristin and Justin asked specific questions about the APP and its availability. Asked if the APP could replace the computers in the library.

→ Ofilia said the APP could, and would, be easier to use then the computers and the APP will fix the formatting issues sometimes experienced with looking at the catalog from the website on phones.

- ◆ Toshia asked for an update on the Friends of the Library group and Ofilia gave a detailed description of upcoming events. She extended an invitation to the Board for the big book sale on July 21 and 22.

- ◆ Carla asked for highlights of the conversation with Conner from the Wylie News.

→Ofilia talked about her conversation with him and included some details from the Kick Off (record attendance 3,076 and beloved foam party). She stated that they talked about all the things for adults, teens, and tweens, and not just for kids. She mentioned the excitement over the Harry Potter Party.

### **2. Review fine summary by fiscal year**

There was a discussion about library fines. Ofilia brought with her the dollar amount for fines/fees for overdue books from 2021 forward. There was also a discussion about what is actually collected. Ofilia explained the emails do go out, and the APP may give the ability to send notifications as well. There was discussion about building barriers by pushing fines to patrons, and also some discussion about the cost of managing this despite the fact that we aren't collecting a big part of it. The discussion included details on fine forgiveness programs that we currently participate in. It also included a discussion about money collected to replace lost and damaged books that are not part of the fines. It ended with ideas for incentives to bring things back versus fines. Justin mentioned that we need to remind patrons without discouraging them to come to the library. Carla mentioned that Wylie should want to compete with the other wonderful libraries opening and being renovated in other cities. Ofilia mentioned our library is one of only four in the metroplex collecting fines. The discussion ended with the group discussing the importance of replacing materials, especially the coveted materials that are hard to replace.

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

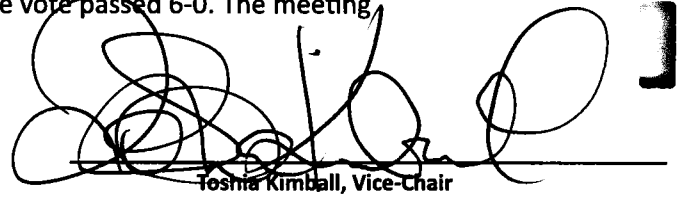
Ofilia stated it was sad to review this and we were losing so many members. She thanked the Board members who are leaving for their service. She talked a little bit about the new members joining the Board. Carla and Roz thanked Ofilia for all she does and said they enjoyed serving on the Board. Ofilia encouraged all of our Board members who are leaving to continue to visit us at the library. She said they will be missed as members of the Board and thanked them again.

→Ofilia reviewed the items for a future agenda.

◆ Toshia asked for questions and there weren't any.

**ADJOURNMENT**

Roz made the motion to adjourn and Justin seconded the motion. The vote passed 6-0. The meeting adjourned at 8:05 PM.



Toshia Kimball, Vice-Chair