



# Library Advisory Board Minutes

**In-person Meeting**  
**October 24, 2022 – 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: Roz Davis, Toshia Kimball, Justin Strauch & Ofilia Barrera, Board Liaison. Board members not present: Kristin Botsford, Kristina Jones, and Carla McCullough.

## **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 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**

1. **Staff Spotlight:** Ofilia mentioned there is only one Librarian left to introduce to the Board this year. Andrea Tyler from our Youth Services Department will be joining us at a later date. Once she visits with the Board, we will bring back staff that hasn't been in front of the Board in a while.

## **CONSENT AGENDA**

1. **Consider and act upon approval of the Minutes of the September 26, 2022 Library Board Meeting.**

### **Board Action:**

The Library Board Minutes of September 26, 2022.

- ◆ Juan asked for feedback after taking time to review the minutes, and there were no changes or questions related to the minutes.

→ Toshia made a motion to approve the minutes.

- Justin seconded the motion, all in favor 4-0.

## **WORK SESSION - DISCUSSION ITEMS**

### **1. Review Family Place Library materials**

→ Ofilia reiterated the library had gone through its audit with Family Place and had been recertified as a Family Place Library. She brought materials to this meeting to further explain the process. She said what that means is we are part of a national initiative. We had to apply, attend training, and are required to recertify annually. She said it is a lot of work. She said it is a wonderful program that works to build awareness in parents and get them in connection with other new parents and community experts in brain development, motor skills, and nutrition. For example, part of the Family Place Program is having a play and learn session for children ages 0-5, older siblings can come as well. The stations are geared toward the little ones. It teaches parents what playtime is supposed to look like. It engages parents without interruptions and teaches how important playtime is. Ofilia explained parents think playtime isn't productive, and that is completely false. The activity the library plans will correlate with signage that tells a parent what skill the child is learning that day. For example: playing with trucks builds motor skills. The library also invites experts to join playtime. Red Door Dance, Wylie ISD, and Lifepath Systems have all joined us. Lifepath Systems (Early Childhood Intervention) will observe and may notice a behavior or a milestone has not been met. They will have a conversation with that parent and will make suggestions for home visits or testing. The nutritionist is available to answer food or diet questions.

These are good resources for parents. The sessions are once per week for six weeks, and we do 2 or 3 sessions a year, sometimes one in the fall and one in the spring. Since Covid, the library hasn't been able to do this but plans are in place to start again in the spring of next year. Luckily, Family Place has relaxed the rules due to Covid. Ofilia talked about the training requirement the brochure explains in the Board packet. She said our area for this is in the back of the Children's department where the castle is located, the Duplo blocks are back. That area helps to teach kids to share and to clean up. We also have brochures to help with parenting skills.

◆ Toshia asked about the timeframe for the sessions.

→Ofilia mentioned the sessions can be in the mornings, and then they will offer evening sessions for working parents. The sessions in the evening are not as well attended. Sessions are an hour and a half in length.

◆ Juan asked about the fee and wanted to know if it was annually or for several years.

→Ofilia said the fee is a one-time charge and mentioned we had a grant in place when we initially became a Family Place Library. At that time, we did have to pay for travel to the training.

◆ Juan commented on the number of Family Place Libraries and their locations on the map in the Board packet.

→Ofilia said Family Place is based in New York.

◆ Justin asked how many classes we have each week.

→Ofilia mentioned we host one class per week for an hour and a half. The theme of the session determines what kind of expert we call in. She said we seek out volunteers from the community.

◆ Justin asked if the folks in early Literacy or the Pre-K program at Wylie ISD could help get the word out about this program.

→Ofilia mentioned she had been in touch with the preschool in the past.

◆ Roz asked a follow-up question about the group of people and enrollment in the sessions.

→Ofilia said the idea is it's the same group for the six sessions. The thought is the group gets to know each other and supports each other.

◆ Roz asked about the recertification process and the cost of the program.

→Ofilia mentioned one of the two folks that had been trained is no longer on our staff. However, we hired someone who had been trained in their previous library. Once we lose one of two trained staff members, we would have to send someone else for training. She also said the literature is a large expense, and they may have to replace the supplies and manipulatives due to wear and tear or if they walk away. That doesn't happen often and it isn't a whole lot of money. Part of the requirement is to have parenting books in the Family Place area. Those books ended up under the furniture and were played with like toys in that area. We eventually put those books back on the shelves and marked them as part of our Family Place Program. People will go to the shelves because that's where they typically look for them.

◆ Roz asked about the possibility of another grant.

→Ofilia said we bought a lot of stuff with our previous grant. We store it behind the puppet stage. It has not undergone a lot of wear and tear so far. However, if we decided we needed to replace those items we could go for another grant or ask the Friends of The Library to pay for it.

◆ Justin asked how parents register for this and what is required for participation.

→Ofilia said they just have to have a child between 0 and 5. They are also able to bring older siblings. We do manage the older siblings so they don't take over. Older siblings are encouraged to only help. Families can register online and in the library in person. We just need their name and phone number. We will advertise everywhere the month before the sessions begin.

◆ Toshia asked about how many kids participated.

→Ofilia said we had 10 at one time, and then 15 which was too much, so we settled on 12.

◆ Toshia asked if the materials were kept out.

→Ofilia said this takes place in the Storytime room. We pull it out and then put it back. That takes time. There is always an art station that is simple and easy. We make room for eight storytimes in between. We are lucky that our storage is right there, and we are not like other libraries having to wheel it in from other floors or locations.

◆ Justin asked if participants needed to live within the city and have a library card.

→Ofilia said that is not a requirement. We encourage parents to get a library card. She said there are announcements during the program on how easy it is to get a library card.

◆ Justin asked if there is anything the library needs to support the program.

→Ofilia said Debbie, our Youth Services Supervisor, would be a better person to answer. Ofilia offered to follow up with

her and ask.

◆ Juan asked how soon it will be before we start marketing this again.

→Ofilia said spring break is early next year. She hopes to start marketing the month before. It looks like it will be February. She said the staff is currently working on getting the volunteer experts lined up. She said scheduling those folks can be a challenge especially when their schedule changes. She says typically people are so gracious and willing to help.

◆ Juan asked what other libraries do this.

→Ofilia said Plano is a Family Place library, maybe McKinney and Allen. Sachse is our closest neighbor, but Ofilia wasn't sure. Most of the big libraries are because they have staff and can afford it. We feel lucky to be part of this impressive and important program, because those first three years are so important for emotional and intellectual support. It is a good way to help parents who don't know these things.

◆ Roz stated it would be great to serve more families without getting too much more expensive. It does seem pricey to serve this number of people. She said she was glad about having the grant.

→Ofilia said they have done three separate sessions in one year. The goal is to get it out there to as many people as possible. We can't always allow families who ask to be part of it more than once, and they do ask.

◆ Juan asked for additional questions and there weren't any.

## **2. Review monthly report and usage statistics**

→Ofilia said the dates of this report are from September 22 through October 19. She said those are the dates that correspond to the weekly reports we send to the City Manager's Office every Thursday. This month the numbers for programs are high due to fall break. We painted golf balls in the garden, had a family LEGO day, and a movie that day. Storytimes were well attended as well. Our digital resources usage is presented by calendar month. She mentioned Libby/Overdrive is still going strong. Hoopla is getting steady which is good. She was worried about incremental growth but it is ok. She stated Kanopy is not doing too badly. She mentioned Justin's school meeting is listed. Ofilia also thanked Justin. She said we are doing many literacy nights, book fairs, etc, and she went to the last librarian meeting at the ISD which was wonderful. She hopes to help them when they need it.

◆ Roz asked what outreach is.

→Ofilia said it is not always school related. This past month has definitely been all about Wylie ISD, but it can also be outreach with Collin College or the Senior Center, etc.

◆ Justin commented on what he is seeing on his campuses. He stated many of his students are accessing the programs, learning languages, becoming volunteers, and doing projects for reading classes to take a selfie and tag the library for credit. He said he appreciated all the help. He had been to the library to speak to Debbie and Nina about the programs. He left with brochures. He said he has posters to hang in his hallways. He said he appreciates all the resources he has been given to distribute to the kids. He mentioned he is keeping Dr. Davis in the loop as he communicates with us. Ofilia said Davis invited us to be part of their book fair, but it was Spooky Night at the library. She said she did send information and giveaways. Ofilia stated the invite wouldn't have happened without Justin's encouragement and thanked him for that.

◆ Justin said he has a student he introduced to the 3D printer. He said she was so happy to know about it.

→Ofilia said the library has new filaments like the one that is rainbow color. She said the librarians just printed Thor's hammer in it, and also printed dragons in a shimmy filament that is new.

## **3. Review upcoming programs for November 2022.**

- The big program this month is the program with the Haley photos. The photos came in early so the display is done already. This is the partnership with Haley Library in Midland, Texas, and a Collin College Classical Guitar Composer, Olga Amelkina-Vera, who will play her original commissioned piece which was inspired by the history of the West. It was originally a solo, but she adapted it as a duet. She and her husband will play the piece for us. It is on November the 5th after hours at 6:00 PM. She is from Ukraine and had no knowledge of the American West. Ofilia wants to have a big crowd

for her and encourages everyone to come and to tell friends about it. We will market the event.

→Ofilia said when she first looked at the pictures, she did not believe they would be as beautiful as they are. They really tell a story. She had a favorite that shows men playing cards. She spoke about how hard life was at that point, and how simple the stories are told in the pictures. It was hard to take pictures at that time. You can tell it was a labor of love. The Haley pictures are up through the end of January. This is the first event of what we hope will be three events that refer back to the American West.

- D&D is here again this month.
- Rare Birds of Texas is this month which will be very interesting.
- Kids Clubs are back in session.
- There is a Thanksgiving break turkey craft on Wednesday before the holiday so Mom and Dad can get the house ready for the holidays.
- The teen programs will be in full swing.
- The sorter is still scheduled for December 12-16. We will begin announcing that in the second week of November. Services to help will depend on the weather. Nothing will be due that week. The library staff will try and make it fun and less of an inconvenience.

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

- Policies up for review due to changes and challenges within the state.
  - Confidentiality of Library Records will be done after the ALA workshop about this next month.
  - Collection Development Policy
- Partnership with Haley Library in Midland, Texas, and a Collin College Guitar Teacher - Olga will play her original commissioned piece on the history of the West. Please invite others and everyone to go to our website and click on her picture for the details. It is casual attire on the evening of November 5.
- Friends of the Library Events
  - Spooky Night at the library is October 25. The set is ready for the show. Everything else is free. The show is \$15 per family. It is a wild west theme that ties in perfectly with the Haley photos. Costumes are encouraged. It starts at 5 PM.
  - The Friends are working on the bookmark contest. Last year it was after Thanksgiving. This event will be in February this year during Love your Library Month. We have prizes in several categories. The winners get their bookmarks printed and distributed at the library. The form is available online and will be available in the library as well.
- Holiday Closures
  - Friday, November 11 for Veteran's Day
  - Wednesday, November 23 closing early @ 5 PM
  - Thursday-Saturday closed for Thanksgiving
- Our next meeting is on November 28, the last meeting of the year.
  - The Board discussed doing something for the staff at the library that may be food related.

#### **ADJOURNMENT**

Roz made the motion to adjourn and Justin seconded that motion. Vote passed 4-0. Meeting adjourned at 7:46 PM.

  
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Juan Azcarate, Chair