



Library Advisory Board

Minutes **In-person Meeting** **November 27, 2023 – 7:00 p.m.** **Council Chambers**

CALL TO ORDER

Announce the presence of a Quorum.

Justin called the meeting to order at 7:00 pm. The following Library Board members were present: Irene Chavira, Roberta Schaafsma, Justin Strauch, Monica Munoz, Zachary Todd & Ofilia Barrera, Board Liaison. Board members not present: Brian Ortiz, Toshia Kimball

STAFF SPOTLIGHT

Laura Condit, Technical Services Librarian

Laura has been with the library since 2007. She provided a general overview of the Technical Services Department, statistics related to the library collection, and presented physical examples of different degrees of wear-and-tear/damage that library items can sustain and how those items are repaired or replaced. Some of the changes in technology and how those have impacted the library collection were also discussed briefly.

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.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the October 23, 2023 Library Board Meeting.

Board Action:

→ The Library Board Minutes of October 23, 2023.

- ◆ Justin encouraged everyone to review the minutes; there were no questions or changes requested.
 - Roberta made a motion to approve the minutes as presented.
 - Irene seconded the motion.

All votes were in favor; the motion passed 4-0. (Zach abstained from voting)

REGULAR AGENDA

WORK SESSION – DISCUSSION ITEMS

WS1. Review and approve the revised Borrower Policy

Revisions included:

- Reduction in DVD fine from \$0.50/day to \$0.10/day.
 - Limit lifted on the number of DVD's that may be checked out.
 - Extended Use Fees/Fines will no longer be itemized in the borrower policy, instead these may be found in the Wylie, TX - Code of Ordinances, Appendix C.
 - Generalized all check out limits.
 - Temporary library cards will continue to be offered online, specifically for the use of the digital library and online resources.
 - Roberta expressed concern regarding the verbiage under Eligibility for a Library Card:
 - Former wording: Residents and Nonresidents (18 and older).
 - Revised wording: Adults (18 and older).
 - Discussion ensued.
 - Justin asked to confirm who approves changes made to the schedule of fees by library staff.
 - ◆ Any changes made are presented to the Wylie City Council for approval because it is an ordinance.
 - Justin asked if there were any other questions concerning the revisions to the Borrower Policy. There were none.
 - Irene made a motion to approve the policy with the changes.
 - Zach seconded the motion.
- All votes were in favor; the motion passed 5-0.

WS2. Review the monthly report

Ofilia indicated that the library was closed two additional days during the reporting period which may account for a small dip in numbers. She walked through the report with the Board and will provide data related to the library app in January.

- Justin inquired about open positions.
 - ◆ Two part-time positions are being interviewed for.
 - One position is in the Circulation Department.
 - One position is for a Reference Assistant in Youth Services.
- Justin asked if there are any big staff trainings planned given the number of new employees.
 - ◆ Typically staff are trained individually as each department and job are unique in what they do.
 - ◆ The In Service Day for the library is a large staff training once a year.
 - ◆ The City also provides an In Service Day for all city employees in September.
- Justin mentioned the anticipated opening of the dog park and asked if staff anticipate any problems with patrons bringing dogs into the library.
 - ◆ In preparation for the December opening, staff have been reminded of the Animals in the Library Policy.
- Justin asked what a maintainable monthly goal for circulation would be.
 - ◆ Typically about half of the collection is checked out at any one time, with that increasing during summer months to around 65%, ideally 50% to 70% is the goal.

WS3. Review December 2023/January 2024 programs and holidays

Ofilia reminded members that this list spans two months because this is the last meeting for the year.

- All the usual book clubs and regular library programs will occur, with the exception of a couple December dates for My Very Own Book Club and Idea Lab.
- Holiday Harps is a special event tomorrow, 11/28/23, in the library foyer at 6:00pm.
- The Winter Reading Challenge for kids kicks off on January 5th.
- Also have a Martin Luther King Day treasure hunt in January for kids.
- Upcoming holiday closures:
 - Christmas - Friday, December 22 through Monday, December 25
 - New Year's - Monday, January 1
 - MLK Day - January 15

WS4. Review Spooky Night and Murder Mystery Night

These events were the big fall programs for the Friends of the Library

- Spooky Night had about 400 people in attendance and included a costume contest.
- Murder Mystery Night was the first program of this type and 66 people attended. It was a big success and there are plans to have another one in May that will tie in to the theme for the Adult Summer Reading program: Only Murders in the Library.

ADJOURNMENT

Zach made a motion to adjourn the meeting. Irene seconded the motion. All votes were in favor; the motion passed 5:0. The meeting adjourned at 7:49pm.


Justin Strauch, Chair