

Wylie Library Advisory Board Regular Meeting

April 12, 2021 – 7:00 PM

Smith Public Library - 300 Country Club, Bldg 300, Wylie, TX 75098



NOTICE

An emergency and urgent public necessity exists because of the COVID-19 pandemic, making it difficult or impossible for a quorum of the Library Board to convene at one location and/or making it inconsistent with guidance from the Centers for Disease Control and Prevention and guidance/orders from the State of Texas, Collin County and Dallas County for members of the public to congregate at the meeting location.

Accordingly, a quorum or more of the Library Board will conduct this meeting via video conference pursuant to the Texas Governor's Order temporarily suspending certain provisions of the Texas Open Meetings Act and guidance received from the Texas Attorney General's Office.

Any member of the public wishing to participate in the meeting should use the following web link online at: <https://us02web.zoom.us/j/82028586655>. Accessing the link at the meeting time will make the meeting audible to members of the public and allow for two-way communication. A recording of the meeting will be made available to the public upon request.

If you have any questions about the foregoing, please contact the City Secretary at 972-516-6020.

CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

REGULAR AGENDA

1. Consider, and act upon, approval of the Minutes of the February 8, 2021 Library Board meeting.
2. Consider, and act upon, approval of the Minutes of the March 22, 2021 Library Board meeting.

WORK SESSION

WS1. Staff Spotlight: Laura Condit, Technical Services

Librarian Council Meeting Tomorrow: NLW Proclamation and Meeting Room on Consent Agenda

Budget Update
Library Usage Statistics January - March 2021
Summer Programming/Reading Club Update
Future meetings: Remain virtual or go back to in-person
Upcoming Library Programs

Gardening in the Shade

Tuesday, April 13 at 6 pm

Many gardeners are intimidated by shade, but once you understand what type of shade you have and how to care for the shade garden, you will find it is not difficult. Sunlight is a critical factor affecting plant growth. Meets on Zoom.

Interview Tips & Tricks

Thursday, April 22 at 6 pm Join Library staff, a member of the Wylie HR Department, and a representative from the Wylie Chamber of Commerce for a virtual event focused on interview preparation. Get advice on how to prepare for a job interview and learn about general job searching resources available through the library.

Third Monday Book Bunch

April 19

The Word is Murder by Anthony Horowitz

Social networking and a good book. Immerse yourself into a good story with friends. Discuss thrilling tales, mysterious manuscripts, and awe-inspiring adventures. Books are selected a month in advance by the group and based on group discussion and interest. Copies of the book will be available in large print and book on cd. Ages: 55 Yrs + Email libinfo@wylietexas.gov for information on obtaining a copy and to receive a meeting invite.

Youth Services is continuing all storytimes and kids' clubs online.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on April 9, 2021 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the

attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Library Advisory Board

Minutes

Virtual Meeting

February 8th, 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 7:07pm. The following Library Board members were present: Juan M. Azcarate III, Arthur Borgemenke, Janice Borland, Rosalynn Davis, Toshia Kimball, Carla McCullough, Ofilia Barrera, Board Liaison. Irene Chavira 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 January 11th, 2021 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, January 11th, 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. Update on Meeting Room Policy.

- Ofilia Barrera informed the board that she received the reviewed copy of the room policy from the City Attorney at 4:30 on Friday, February 5th with no comments for corrections.
 - ◆ Ofilia Barrera is in the process of cleaning up the policy from previous corrections
 - ◆ A few library employees will proofread the policy once changes have been made.
- Ofilia Barrera plans to have the policy ready to submit the Thursday before March's meeting in order to give the board time to review the policy before it is presented to the Council.

2. Staff Spotlight: Yvonne Barberini

- Ofilia Barrera introduced the board to the library's new administrative assistant: Yvonne Barberini

- ◆ She has been with the library for one month today

- Yvonne Barberini talked about how she and 3 other employees within the City of Wylie are helping the Wylie Fire Department schedule vaccine recipients for Friday, Feb 12th and Saturday, Feb 13th
 - ◆ The library also helped find a scheduling system for the Fire Department, making it easier and more secure to schedule vaccine appointments.

3. 2020 Achievement of Excellence in Libraries Award

- SPL has received an Excellence in Libraries Award, of the 568 public libraries in Texas only 56 libraries received the award putting SPL in the top 10% of libraries in the state.
 - ◆ This is not the first time that SPL has received this award.
- Janice Borland inquired about the National Medal Award where the library was nominated by Colin Allred
 - ◆ Ofilia Barrera stated that word back on that award will come in the spring, she will give an update if anything is mentioned.
- Janice Borland also asked if the TLA Conference is going to take place this year
 - ◆ The conference will be held virtually this year making it cost-effective for all librarians to attend.
 - ◆ Content from the event will be on the website for a month giving everyone time to view everything.

4. Strategic Plan Strategy

- SPL has started working on a new 3-year strategic plan
 - ◆ Yvonne Barberini has started doing research on libraries similar to SPL's size and City of Wylie population.
 - ◆ Small staff meetings with the head of each department were scheduled to present the finding of the research and to ask what they envisioned for the library in the next 3 years
 - ◆ Ofilia Barrera will be hosting small meetings with the rest of the library staff to gather their input on what the library should provide. An open document has been released so staff can put ideas together.
 - ◆ Another part of the process will be to get a survey out to the public to find out their opinions on the library, and what they would like to see implemented.
 - ◆ The strategic plan will need to be included in the annual report which is due July 31st.
- Ofilia Barrera requested that the board members also think about what they would like to see at the library and we can start to discuss their ideas at the next meeting.
 - ◆ Ideas were suggested during the meeting:
 - Having a city-wide book club
 - Authors coming to discuss books in person or virtual
 - The library is planning on partnering with Colin College; they can host the event as they have a larger meeting space.
 - Going fine free at SPL (New trend in other libraries)
 - Ofilia Barrera expressed how patrons were very interested in not having late fee fines
 - Patrons can keep a book as long as they like however they can not check out new books until previous books are returned.

5. New Topics

- Carla McCullough asked how patrons can find out what events are being held at the library if they are not coming to the library.
 - ◆ Ofilia Barrera let the board know the best way to find out about the events are through Facebook and the library website.
 - Adult programs have not seen a drop off in attendance, it has seen an increase in patrons from all over the world for certain events.

- ◆ Ofilia Barrera also stated she can give the board an overview of events that are coming up in future meetings
- ◆ Arthur Borgemenke also suggested that the library post events through the City of Wylie water bill for people who don't use online resources
 - Ofilia explained that the library does use that resource for big events but not all due to demand from other city departments.
- Ofilia Barrera informed the board that SPL has started a StoryWalk behind the library, the first one was held February 1st-7th, it had a great response.
 - ◆ Another is planned for Spring Break, Ofilia will try to advertise that in the water bill, since kids who participate in it can get a prize at the library.
- Toshia Kimball inquired if the library will start accepting donations again.
 - ◆ Ofilia said a post was created this week to get new volunteers who can go through all the donations, once they are quarantined.
 - ◆ The plan is to be ready to accept donations by next month.

6. Closing

- Exact date for donations
- Overview of programs
- New staff member to meet
- Meeting room policy
- Board feedback for strategic plan

ADJOURNMENT

Meeting adjourned at 7:48pm.

Janice Borland, Chair



Library Advisory Board

Minutes

Virtual Meeting

March 22nd, 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 7:03pm. The following Library Board members were present: Juan M. Azcarate III, Arthur Borgemenke, Janice Borland, Rosalynn Davis, Toshia Kimball, Carla McCullough, Ofilia Barrera, Board Liaison. Irene Chavira 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:

- The Library Board Minutes of Monday, February 8th, 2021 needed no corrections.
 - ◆ Rosalynn Davis made a motion to approve the minutes
 - ◆ Juan Azcarte III 2nd the motion, all approved

REGULAR AGENDA – DISCUSSION ITEMS

1. Update on Meeting Room Policy.

- Ofilia Barrera asked the board if they had reviewed the new meeting room policy.
 - ◆ All had reviewed the policy
 - Carla McCullough noticed in section AA there were too many spaces.
 - ◆ Rosalynn Davis questioned if the meeting policy would be online or if there would be a hard copy.
 - Ofilia Barrera informed the board that once it is approved by all board members, the policy will go to City Council to approve, once completely approved the policy will be posted on the Library's website.
 - ◆ Carla McCullough made a motion to approve the new meeting policy
 - ◆ Toshia Kimball 2nd the motion, all approved

2. Staff Spotlight: Randall Cross

- Ofilia Barrera introduced the board to Randall Cross, the Electronic Service Librarian
 - ◆ Randall has been in his current position since the end of August 2020, but he has been with the library for 8 years.
- Randall Cross explained that his job is to coordinate access to all the digital resources provided by the library. He also researches many new digital resources to see if they would be a benefit to the patrons at the library.
- Randall Cross also works with the small businesses in Wylie and surrounding areas with many outreach programs. As well as assist patrons with 3D print orders.

3. Governor's Executive Order Ga-34 and Libraries Response

- Governor Abbot rescinded his executive order removing the mask policy and allowing businesses to open back at 100% capacity.
 - ◆ City Council met a week later in order to discuss what changes the city would be making.
 - City decided that masks would not be mandatory and would leave it up to each department head to decide to wear the masks
 - Ofilia Barrera informed the board that the Library will continue to wear masks and reevaluate month by month. With staff that is working directly with the public wearing masks for quite some time.
- Ofilia Barrera stated that 100% capacity did not mean 100% programming due to the continued need to remain 6 feet apart and the CDC still suggesting limiting large gatherings.
 - ◆ Programs will remain virtual for the remainder of spring and start certain in-person programs in summer.
 - Summer in-person programs will mainly consist of in-house programs, such as crafts and movies, due to many performers either not performing live or already booked through the summer.
- Summer Kick-Off on June 11th will stay as a drive-thru event
- Janice Borland asked if the Library was still quarantining the returned books, Ofilia Barrera stated that the books are now only being quarantined for 24 hours compared to the 3 days that was taking place prior.
 - ◆ Mainly due to needing the meeting spaces cleared and ready to be booked should anyone request them
 - All other rooms are now open to the public as well: Bluebonnet room and study rooms
- Ofilia Barrera found a new product through the Rec Center, that will keep Covid from living on surfaces for 90 days, and the library furniture is being treated starting today.

4. Friends of Library Volunteer and Donations Update

- Call for volunteers was posted on the Library's Facebook page as well as the website.
 - ◆ Response was very positive, all volunteers have been chosen. A few started today
- Book donations have begun as well and the book sale is in the lobby.
 - ◆ Ofilia Barrera is talking with the Friends of Library to see if they will host the big book sale that normally takes place around the beginning of May, but they are still hesitant.

5. Strategic Plan Update and Board Input

- Ofilia Barrera informed the board that she had met with all of the staff and compiled all their ideas in one list.
 - ◆ Janice Borland had sent a list of program ideas that she emailed earlier in the day.
 - Ideas from the board will be added to the staff ideas
- Other Ideas Discussed
 - ◆ Many board members were in agreement that it would be nice for the library to collaborate with Collin college to have authors come and speak
 - Janice Borland stated that authors charge 5-20 thousand dollars to do a reading

- TLA tends to bring authors to where it is being hosted, next year TLA will be in Fort Worth. May be able to have authors come to Wylie during that time.
- ◆ Toshia Kimball suggested a book festival with many different authors reading at different times
- ◆ Janice Borland suggested a 1 book 1 community idea, with a book that would cover cultural understanding.
 - Time frame to start this program would be in September
 - Ofilia to research what other libraries are doing for 1 book 1 community

6. Future Meetings

- Governor Abbot is extending the option for the board to meet via Zoom, Ofilia Barrera asked the board how they wanted to proceed
 - ◆ The board decided to keep April's meeting virtual, but to bring the discussion around again in hopes that most of the members will be vaccinated soon.

7. Upcoming Programs

- Genealogy camp
- Resume resources series
- Gardening in the shade
- Book on Fridays

8. Other Business

- Ofilia Barrera informed the board that City Council has started a bond committee to discuss adding a water park in Wylie, and are asking other departments if they need anything big to add to bond, the Library would like to add:
 - ◆ A new book sorter
 - ◆ Sliding front doors
- Board inquired about the water park, Ofilia Barrera will inform the board when Council will meet to discuss any new updates in this regard.

9. Closing

- Next meeting April 12th
- Discuss budget updates
- Revisit in-person meetings
- New staff member to meet

ADJOURNMENT

Meeting adjourned at 7:55pm.

Janice Borland, Chair

Usage Statistics January - March 2021

Month	Check In			Check Out		
	2021	2020	% Change	2021	2020	% Change
January	28,924	31,984	-9.57	27,299	32,725	-16.58
February	24,909	31,799	-21.68	20,863	31,524	-33.82
March	31,164	25,705	21.24	29,751	19,218	54.81

Month	Holds			Borrowers Added		
	2021	2020	% Change	2021	2020	% Change
January	6,050	4,449	35.99	210	376	-44.15
February	4,412	4,101	7.58	163	377	-56.76
March	5,458	2,445	123.23	279	194	43.81