

Wylie Library Advisory Board Regular Meeting

March 22, 2021 - 7:00 PM

Virtual Meeting via Zoom Link:

<https://us02web.zoom.us/j/82028586655>



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 the 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. The Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, the 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 Library Advisory 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 the Meeting Room Policy

WORK SESSION

Staff Spotlight: Randall Cross, Electronic Services Librarian
Governor's Executive Order Ga-34 and our response to it
Friends of the Library Volunteer and Donations Update
Strategic Plan Update and Input from Board
Future meetings: Remain virtual or go back to in person

Upcoming Library Programs

Genealogy Mini Camp (Zoom)

Thursday, March 25 from 4:00-7:30pm

Discover tips and resources to unearth your family history.

Resume Resources

Thursday, April 8 @ 6:00pm

Join Library staff and a representative from Collin College for a virtual talk about resources to help with resume writing, as well as some general resume advice. Learn what resources the library has to offer and get advice from a member of Collin College Career Center staff. Via Zoom. This event will be recorded for future viewing.

Meets on Zoom

Registration opens on March 18

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

Registration opens on March 19

Booked on Fridays

Friday, April 9 at Noon

Educated

Tara Westover

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

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on March 19, 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

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.

If during the course of the meeting covered by this notice, the Library Advisory 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 Library Advisory Board at the date, hour and place given in this notice as the Library Advisory 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

January 11, 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, Irene Chavira, Rosalynn Davis, Toshia Kimball, Carla McCullough, Ofilia Barrera, Board Liaison. There were no absences.

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 November 9th, 2020 Library Board Meeting.**

Board Action:

- The Library Board Minutes of Monday, November 9th, 2020, had the date for previous minutes incorrect. Ofilia Barrera to make the corrections.
 - ◆ Arthur Borgemenk made a motion to approve the minutes once corrections were made
 - ◆ Juan Azcarte III 2nd the motion, all approve

REGULAR AGENDA – DISCUSSION ITEMS

1. **Considered and discussed new wording for Meeting Room Policy.**

- Ofilia Barrera informed the board that the attorney for the City of Wylie requested that the terms “rally” and “forum” be defined, to avoid a challenge. Board suggested to remove the word forum and define rally as “making a political protest or showing support for a cause”
- Ofilia Barrera to confirm what the city ordinance has on their policy in regards to political events
 - ◆ Once policy is updated Ofilia Barrera will send it to the attorney for the City of Wylie for approval, and will try to present the board the final copy at February’s meeting.

2. Discussed Staffing Changes

- Ofilia Barrera informed the board that Tracey Tillman, Library Administrative Assistant left the end of November. She was replaced by Yvonne Barberini, whose first day was today, January 11th.
- Roben, the Youth Services Librarian also retired in December and was replaced by Andrea Tyler
- Library currently has 1 vacancy but is waiting for approval to change the position from a shelver to a library technician in order to keep the drive through window open later hours.
 - ◆ Request for approval from the City Council can be made in March.
- Ofilia Barrera suggested to the board that during the virtual meetings having one staff member attended to meet and talk with the board.
 - ◆ All board members agreed.

3. Discussed Annual Statistics

- Library usage has steadily increased. The stats from December show at just 5% less than what it was before the pandemic.
 - ◆ This month is showing that we should be at the same level or close to the numbers from this time last year.
 - ◆ Janice Borland inquired as to why the check in and check out numbers would be different. Ofilia Barrera stated it was due to a patron being able to extend the due date twice, which would show the numbers for check in during a different month.
- The drive through window saw over 4,400 people from May - September
 - ◆ Trying to keep it open later, to accommodate people who get out of work. This is why we want to upgrade the open position.

4. Spring and Summer Programs

- Ofilia Barrera emailed a copy of “A Day in the Life of A Book” to the board for review
 - ◆ The video will be presented to the City Council this month
- Spring programs will remain virtual due to the rise in numbers of Covid
 - ◆ Meeting rooms will also remained closed
- Summer programs are still fluid, hoping to have in person events but plans are being made to accommodate the switch to virtual.
 - ◆ A survey was suggested to find out if people are comfortable with in person events.

5. Closing

- Request that Yvonne Barberini attend the next meeting
- 3 months of board meeting minutes need to be printed and signed by Janice Borland, who will stop by when they are ready.

ADJOURNMENT

Meeting adjourned at 7:45pm.

Janice Borland, Chair

MEETING ROOM POLICY - SMITH PUBLIC LIBRARY

A. USE OF THE FACILITIES

1. STATEMENT OF PURPOSE – MEETING ROOMS

- A. The Rita and Truett Smith Public Library (“library”) has designated spaces for the community to use.
- B. The Multi-Purpose Room and Conference Room may be reserved and used under the guidelines listed below for general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars. Meeting Rooms may not be used for private social events or commercial purposes.
- C. All groups and individuals must comply with the [Patron Behavior Policy](#).
- D. A Meeting Room is not considered reserved until the application is received, paid for, approved and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and depending on the availability of an appropriate room.

2. GENERAL MEETING -TERMS AND CONDITIONS

After the library schedules its programs, citizens may apply to use the meeting rooms. Library staff shall determine which applicants may use the meeting rooms on a first-come, first-serve basis and shall have final authority regarding use of the meeting rooms and/or cancellation or discontinuance of reservations. The library does not keep a waiting list or hold meeting rooms.

The applicant must have a current Smith Public Library card. The library card number must be provided when applying for the meeting room. The library card or a picture I.D. of the applicant must be presented at the time of the meeting to the Service Desk. The meeting room will be checked out to the applicant. The applicant is required to check-in the meeting room upon the end of the meeting. The applicant must be present for the duration of the meeting. **Library cards other than the applicant’s will not be accepted.**

A fully complete and signed application, library card number, and any applicable supporting documents are due at the time that the application is submitted. **Payment is due 72 hours after notification of approved application in order for the reservation to be complete.** If the date requested is within 72 hours of approval, payment must be made prior to the scheduled meeting time. A separate application with applicable documents and payments must be submitted for each date requested. Nonprofits must show proof of non-profit status to receive lower fee rates under this policy.

	Library Hours	Meeting Room Schedule
Monday	10am-8pm	9am-7:45pm
Tuesday	10am-8pm	9am-7:45pm
Wednesday	10am-8pm	9am-7:45pm
Thursday	10am-8pm	9am-7:45pm
Friday	10am-5pm	9am-4:45pm
Saturday	10am-5pm	10am-4:45pm
Sunday	Closed	Closed

- A. The meeting rooms are available on the days the library is open and functioning under typical conditions during the times listed on the table above. Reservation time includes both set-up and break-down. Meetings must conclude at least fifteen minutes prior to the closing of the library.
- B. To use any meeting room, organizations and/or individuals must apply a minimum of three business days before the scheduled meeting through our online reservation system. Submitted applications are reviewed Monday through Friday, 9 a.m. to 5 p.m.
- C. All individuals/organizations/companies will be required to fill out an application. Applications will be kept on record for a minimum of one (1) year.
- D. The Meeting Rooms are not intended to serve as a permanent public meeting location for any group. No group may use meeting rooms on a continuing, week-to-week or month-to-month basis. A maximum number of three (3) reservations are allowed at one time. Applicants may reapply for use of the meeting room upon successful completion of the last reserved meeting.
- E. Meeting rooms cannot be reserved more than 90 days in advance of the date the room is needed.
- F. Cancellations must be made at least 48 hours in advance for a refund.
- G. Failure to notify library staff of a meeting cancellation within 48 hours may result in privileges being revoked. In the event an applicant has three (3) no-shows, privileges to reserve a meeting room will be revoked for a period of one (1) year.
- H. All applicants must check-in and check-out at the Service Desk, the first desk as you enter the library. A staff member is required to unlock the meeting room at the beginning of the meeting and lock it after the meeting. Applicants are not permitted to enter an unlocked meeting room without first notifying a staff member.
- I. Groups using the meeting room shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program. Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.
- J. Commercial use of any kind is prohibited. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services or admission is prohibited.
- K. A meeting room may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
- L. A meeting room may not be used for a political partisan event in support or protest of a cause. Rooms may not be used for the creation or distribution of materials for a political campaign or for any other purpose in support of a political campaign, ballot issue or candidate.
- M. All fire regulations must be followed including room capacity and clear aisles, exits, and doors. In addition, candles and other open-flame devices (lighters, matches, torches, etc.) are prohibited.

- N. All meeting room applicants must be 18 years of age or older. Meetings consisting of minors (17 years and younger) must provide supervision by adults 18 years of age or older.
- O. The library reserves the right to revoke a reservation if the program or gathering is disruptive to the library's normal course of business or is in violation of the [Patron Behavior Policy](#).
- P. Activities in the room must not disrupt regular library operations including, but not limited to, soliciting or conducting surveys, making loud noises, blocking entries, fire lanes or walkways, etc.
- Q. The library reserves the right to deny applications for programs that are in conflict with established programs and services offered by the library.
- R. Chairs and tables are available in the meeting rooms. The following items are also available: **Conference Room** (television); **Multipurpose Room** (lectern, overhead projector and sound system with microphone.) **Note:** Computers and other electronic devices are not provided by the library.
- S. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in city facilities, city property or city parks. *Smoke(s)* or *smoking* as used herein shall mean and includes the carrying, possessing or holding of a pipe, cigarette, tobacco product, weed or other plant product, electronic cigarette, e-cigarette or liquid nicotine of any kind which is burning or emitting a vapor. (City Ordinance Chapter 74, Article 1, section 74-3)
- T. The library is not responsible for any items or materials brought in by meeting room users.
- U. No materials may be tacked or posted in the meeting rooms. Those organizations that violate this policy will be charged a damage fee assessed by library staff.
- V. Organizations will defend, indemnify and hold harmless the library and the City of Wylie of any damage suffered because of or resulting from use of the meeting rooms.
- W. No reservation shall be legally binding. The Library Director may cancel any room reservation or display at any time, with or without cause.
- X. Permission to meet in the library does not constitute endorsement by the library or the Wylie City Council. Library staff, however, reserves the right to attend or observe all meetings. Such attendance or observation shall not constitute endorsement.
- Y. Any publicity or marketing materials for individual or group meetings that include the Smith Public Library name and/or address as the meeting location must include the following disclaimer: "This event is not sponsored by the Smith Public Library. The library does not advocate or endorse the viewpoints of meetings or meeting room users." Use of any library phone number as a contact phone number is prohibited.
- Z. Neither the name nor address of the library may be used as the official address or headquarters of an organization. The library cannot be listed as the sponsoring organization for public relations purposes, but only as the "location site."
- AA. Any announcements or notices to publicize an activity should not be posted or distributed on library premises.

BB. Refreshments may be served with permission from the Library Director, but no alcoholic beverages are allowed.

CC. The Library Director shall annually review the library's needs for space and will allocate remaining space for the public following that determination.

3. MEETING ROOM(S) -- OCCUPANCY

The Fire Marshal establishes maximum capacities for library meeting rooms. Meetings must not exceed the occupancy rate.

4. FEES

Payment and applicable supporting documents are due 72 hours after notification of approved application in order for the reservation to be complete. If the date requested is within 72 hours of approval, payment and/or any supporting documents must be submitted prior to the scheduled meeting time. Checks made payable to the City of Wylie. A \$25.00 service fee is charged for returned checks.

a. Multipurpose Room (maximum occupancy 200, no tables or chairs):

- Monday - Saturday:
 - Non-profit 501(c)(3) organizations: \$30.00 per hour, non-refundable. Proof of current 501(c)(3) status is required and must be submitted within 72 hours of application approval.
 - All other users: \$45.00 per hour, non-refundable.

b. Conference Room (maximum occupancy 24, 18 at tables with chairs):

Note: Furniture may not be removed from the conference room.

- Monday - Saturday:
 - Users other than non-profit organizations: \$20.00 per hour, non-refundable.
 - Non-profit 501(c) (3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required and must be submitted within 72 hours of application approval.