

**MINUTES OF THE LIBRARY BOARD  
FEBRUARY 17, 2016**

**Board Members Present:**

Kathaleen Rodriguez, Chairperson  
Carolyn Richard, Vice-Chairperson  
Toby Faber  
Jennifer Linde  
Jean Ferguson  
Rosario Klier

**Board Members Absent:**

Cheryl Moore

**City Staff Present:**

Carolyn Booker, Director of Library Services

**Call to Order and Announce a Quorum is Present**

**(Agenda Item 1)**

The scheduled session of the Library Board was called to order by Chairperson Rodriguez at 7:02 p.m. on Wednesday, February 17, 2016, in the Crawford Meeting Room at the Lewisville Public Library located at 1197 W. Main Street, Lewisville, TX 75067. A quorum was present.

**Approval of Library Board Minutes of December 16, 2015, Regular Meeting**

**(Agenda Item 2)**

Upon a motion made by Board member Jennifer Linde and seconded by Board member Jean Ferguson, the Board voted six (6) "ayes" and no (0) "nays" to approve the minutes of the Library Board December 16, 2015 regular meeting.

**Visitors/Citizens Forum**

**(Agenda Item 3)**

There was no business presented and no visitors present to speak.

**Update on Library Staff Search**

**(Agenda Item 4)**

2 new full time Librarians in Adult Services will both start on Wednesday, February 24.

- **Rebekah Mansfield** received her MLS from the University of North Texas. She comes to us from the Carrollton Public Library. Rebekah also worked for several years at the Tarrant County College Southeast Campus Library

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- **Julie Wright** received her MLS from the University of North Texas. She comes to us from the Arlington Public Library. Julie has also worked at the Kansas State University Library and Texas A&M University Library.

A part time Library Technician 2 in Youth Services will also start on Wednesday, February 24.

- **Stormy Campbell** received her BA from Baylor University in Professional Writing, and is currently attending UNT for her MLS. She joins us from Yoakum, Texas where she volunteered at the Carl & Mary Welhausen Library in the Genealogy department. Stormy also spent time with Americorp's Project Aspire program that focused on literacy for children.

**New Library Service – Mobile Printing**

**(Agenda Item 5)**

Carolyn Booker gave a demonstration of the Library's new mobile printing service, which allows printing from a mobile device such as a laptop, phone, iPad, or also from a home computer. <http://www.cityoflewisville.com/index.aspx?page=1323>

**Discussion of Library Hours of Operation**

**(Agenda Item 6)**

The Board was asked to give their thoughts and any background information they have on the Library's hours. They have been the same since 2002. Jennifer Linde mentioned that citizens are always open to longer hours, but that it needs to be in the budget. Carolyn Richards remembers a teen asking for the Library to stay open later on Friday nights and Jennifer Linde said she would use the Library at that time. Toby Faber mentioned that Friday evenings are typically not a busy time for libraries. Carolyn Booker said that the Library's current opening time is inconsistent and does cause confusion for some patrons, who wait outside on Friday mornings. Friday is the one weekday when the Library opens at 11:00am instead of 10:00. If the Library were to close on Sundays and shift those hours to Friday and Saturday, the hours could be much more consistent, but this would close the Library on Sunday, which was not seen as a good move by the Library Board. Jennifer Linde liked the consistency, but not at the expense of Sunday. Toby Faber asked if the Library had looked at shifting Friday and Saturday hours earlier and being open 10-4, but other board members thought this would hurt by taking service away from the after-school crowd. One member asked if there is any way the hours could be extended, if it is in the budget. Carolyn Booker mentioned that the Library's staffing is lean and to extend hours, it would have to be a budget request in order to add more staff. Carolyn Richards mentioned that since the hours have been the same for so long, the community sees that as consistent.

**Discussion of Replacement Chair  
Samples**

**(Agenda Item 8)**

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The Library does have a budget for replacing chairs this year. The budget allows for replacing 18 in the Crawford Room, 48 computer chairs, 4 lounge chairs in the youth area, and 6 lounge chairs in the adult area near the bay window. This does not replace all the worn chairs in the Library, so there will likely be another budget request next year. The KI representative brought by some sample chairs and the Library Board walked over to see them. All chairs will be covered with vinyl for ease of cleaning and can be wiped down with bleach.

**Reports: Newsletter/Calendar of Events;  
December 2015 and January 2016 Service  
Statistics; Friends of the Library**

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**(Agenda Item 9)**

Carolyn Booker went over the highlights of events from the February Newsletter including the busy AARP Tax Aide program, meeting at the library on Mondays and Wednesdays from February 1<sup>st</sup>-April 13<sup>th</sup>. Storytimes are going strong and on Friday, February 12<sup>th</sup> the Library hosted a storytime for children from the Lilly Jackson Early Childhood Center and about 20 parents took a tour and were introduced to how the Library works. The Library has an attractive display of art from Ken Caperton in the lobby.

The service statistics held steady during December and January. The Library is hoping to increase the number of volunteer hours and the Account Service Supervisor is the volunteer coordinator. Carolyn mentioned that usage for mobile printing's first month was very good. There were 345 pages printed in January and 970 pages printed in February.

The Friends of the Library are working hard to prepare for their next book sale to be held March 18<sup>th</sup>-20<sup>th</sup>. Flyers were distributed and Toby Faber requested an electronic copy. The Friends are looking for volunteers to help with the event and if you work a certain number of hours, you receive free books.

The Board & Commissions Reception is coming up in March and members will receive invitations soon.

**Adjournment**

**(Agenda Item 10)**

**MOTION:** Upon a motion made by Board member Carolyn Richards and seconded by Board member Jean Ferguson the Board voted four (6) "ayes" and no (0) "nays" to adjourn the meeting of the Library Board at 7:46 p.m. on Wednesday, February 17, 2016. The motion carried.

APPROVED:

  
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Kathaleen Rodriguez, CHAIRPERSON  
LIBRARY BOARD

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PREPARED BY:

A handwritten signature in cursive script that reads "Carolyn Booker". The signature is written in black ink and is positioned above the printed name.

Carolyn Booker,  
Director of Library Services, City of Lewisville