

**LIBRARY ADVISORY BOARD
REGULAR MEETING
CONFERENCE ROOM, LIBRARY/RECREATION CENTER
201 JAMES COLLINS BLVD
MARCH 3, 2016 @ 6:30 PM**

A regular meeting of the Library Advisory Board was held on Thursday, March 3, 2016, at 6:30 p.m., in the Conference Room of the Library and Recreation Center, with a quorum present, to wit:

Dian Lemons	President	Present
Joe Hassler	Vice President	Present
Juan Chapa, Jr.	Boardmember	Present
Doris Hubbard	Boardmember	Present
Jan Knoll	Boardmember	Present
Mary Ann Taylor	Boardmember	Present
Noella Whavers	Boardmember	Absent
(Vacant)	Boardmember	
(Vacant)	Boardmember	

Also present:

Dennis Quinn	Library Director, Staff Liaison
Hannah Olsen	Technical Services Librarian

1. CALL TO ORDER

President Lemons called the meeting to order at 6:36 PM.

2. MINUTES

A. Approve the Minutes of the January 7, 2016 Regular Meeting

The minutes of January 7, 2016 were reviewed. Vice President Hassler moved that the minutes be accepted as presented. Boardmember Taylor seconded. The motion carried unanimously.

6 For 0 Against

3. REPORTS/PRESENTATIONS

A. Boardmember Reports

President Lemons shared articles on an oral history project undertaken at Baylor University, on Dallas veterinarian-author David Carlton, and on the Ready to Read Railroad learning environment opening in the Frisco Public Library in summer 2016.

B. Library Director's Report

Library Director Quinn spoke about recent and upcoming library and library-related events. There was discussion at the February 9 meeting of the Virtual Reality Innovation Commission regarding possible applications of VR technology in library programs. The E-waste recycling and paper-shredding event on February 27 saw twice as many participants as last time, recycling over 2 tons of electronic waste and a moving truck full of paper products.

The Library has a full week of entertaining and educational programs scheduled during Spring Break (March 14-18), and a blood drive on March 17. Other area events of note are the Best Southwest Teen Expo in DeSoto (April 2), National Library Week (April 10-16), and North Texas Teen Book Festival in Irving (April 22-23).

Quinn presented a draft table of contents for the upcoming revision of the Library's policy manual. Staff are working on the revision, which will be presented for approval at a future meeting of the Board.

4. PUBLIC COMMENT

There were no visitors for the public comment period.

5. DISCUSSION

A. Consider approval of Code of Conduct poster

Quinn presented a poster of the Library Code of Conduct. The Board approved the full text of the revised code of conduct on December 17, 2015. The present poster was developed with the intent to encourage appropriate behavior by highlighting key points of the code in a concise and customer-friendly way.

After discussion among present members, Boardmember Chapa moved for approval of the poster as presented. Boardmember Hubbard seconded. The motion carried unanimously.

6 For 0 Against

B. Consider approval of 2016 Library Strategic Plan

Quinn presented the 2016 Strategic Plan and accompanying departmental work plan. There was discussion among present members regarding implementation of the work plan, STEM/STEAM programs, potential building modifications, and electronic resources. Vice President Hassler moved for approval of the Plan as presented. Boardmember Chapa seconded. The motion carried unanimously.

C. Discuss criteria for Library collection assessment

Item I.4 in the Strategic Plan is to conduct an analysis of how the library's material collection is actually being used, which will inform future adaptation of the selection processes by which materials are added to and retired from the collection. In preparation, staff is seeking input from the Board on criteria by which the collection and its usage should be measured, and suggested strategies or approaches to collection development to supplement or replace current statistically-based practices.

Suggestions offered during discussion included the use of surveys to gather citizen input on subject areas needing better representation in the collection, the need for a balance between materials of recent interest and those of more long-standing interest, the need to shift the focus of collection development in the direction of local interest, the possibility of using social media trends as a factor in collection development, and consulting with area bookstores and school librarians on how they keep their finger on the pulse of what their readers and students are interested in.

D. Receive and discuss proposals for new library programs, services, enhancements

- i. Notary public services**
- ii. Art display/curation**
- iii. Signage audit and update**
- iv. Reciprocal membership with DeSoto, Cedar Hill**

Strategic Plan item II.3.a is intended to provide public with low-cost access to notary services. One library employee would be trained and certified as a notary public, available to notarize signatures by appointment.

Strategic Plan item II.2.b is intended to celebrate local arts and artists by displaying their work in and around the library.

Strategic Plan item IV.3, to audit and update Library signage, intends to address the need for updated wayfinding signage in and around the library. The plastic signs currently in use have become brittle with age, and some have already broken or fallen. A number of signs also incorrectly reflected the locations of various collections and resources after the collection rearrangements undertaken in December 2015.

Strategic Plan item II.4.a, to implement reciprocal library membership with neighboring cities, is intended to expand the pool of resources available to Duncanville residents through resource-sharing among municipalities.

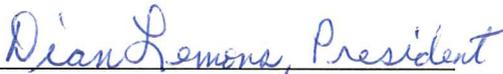
There was discussion regarding notary services, art display and reciprocal membership, with particular concern to protection against liability. Boardmembers suggested an application and selection process for art display, including some mechanism for approval by the Board or a committee. Boardmembers also requested further information comparing the populations, libraries, and library collections and services of the three cities to participate in the potential interlocal agreement, as well as an estimate of revenue to be lost by eliminating annual membership fees currently paid by visitors from DeSoto and Cedar Hill. Staff will present the requested information at the May meeting.

6. ADJOURN

President Lemons adjourned the meeting at 8:39 PM.



Dennis Quinn, Library Director



Dian Lemons, President