

**LIBRARY ADVISORY BOARD  
REGULAR MEETING  
CONFERENCE ROOM, LIBRARY/RECREATION CENTER  
201 JAMES COLLINS BLVD  
MAY 5, 2016 @ 6:30 P.M.**

A regular meeting of the Library Advisory Board was held on Thursday, May 5, 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	Absent
Mary Ann Taylor	Boardmember	Present
Noella Whavers	Boardmember	Present
(Vacant)	Boardmember	
(Vacant)	Boardmember	

Also present:

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

**1. CALL TO ORDER**

Vice President Hassler called the meeting to order at 6:32 PM.

**2. MINUTES**

**A. Approve the Minutes of the March 3, 2016 Regular Meeting**

The minutes of March 3, 2016 were reviewed. Boardmember Chapa 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**

There were no Boardmember reports.

**B. Library Director's Report**

The Library has concluded its spring programs and is preparing for Summer Reading club. A copy of the schedule of summer events is available at Library service desks. The Library and Recreation Center will have a contracted security guard for the summer months.

At the April 5<sup>th</sup> City Council meeting, Mayor Green issued a proclamation for National Library Week, and Vice President Hassler and Library Director Quinn gave a presentation to Council on the Library's 2016 Strategic Plan.

#### **4. PUBLIC COMMENT**

There were no visitors for the public comment period.

#### **5. DISCUSSION**

##### **A. Strategic Plan Update, New Items**

Library Director Quinn gave a status update on existing Library Strategic Plan items, and submitted, for the board's approval, a slate of new items proposed by Library Staff for addition to the department's work plan. This slate included, namely, an outreach program titled "Librarian on the Loose," an edible gardening club, participation in National Novel Writing Month, the creation of a business resource center, establishing "volume zones" within the library space, a social media ethnology project titled "People of Duncanville," and a virtual reality scavenger hunt.

After discussion among the Board and Staff regarding the proposed new items, Boardmember Whavers moved to approve their addition to the Strategic Plan. Boardmember Hubbard seconded. The motion passed unanimously.

6 For 0 Against

##### **B. Reciprocal Membership with Desoto Public Library and Zula B. Wylie Library in Cedar Hill**

Library Director Quinn presented a proposal for reciprocal membership with the public libraries in DeSoto and Cedar Hill. There was discussion among present members regarding impact on revenues, and how Duncanville citizens' access to library resources would be enhanced as a result. Action on the item was postponed to the Board's July meeting, pending further information requested by the Board.

##### **C. Process for Collecting Outstanding Account Balances**

Library Director Quinn presented a revised process for overdue notifications and fine collection. The proposed process involves fewer notices being mailed to borrowers, which would reduce postage costs. The overdue timeline would establish a point after which overdue items are deemed lost and will not be accepted upon return, as staff will have already begun the replacement process. Severely delinquent accounts would be referred to a collection agency as a last recourse.

After discussion among present members, Boardmember Hubbard moved for approval of the revised process. Boardmember Chapa seconded. The motion passed unanimously.

6 For 0 Against

**D. Collection Assessment/Development**

Discussion and action regarding collection assessment and development was postponed to the Board's July meeting.

**6. ADJOURN**

Vice President Hassler adjourned the meeting at 8:09 PM.



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Dennis Quinn, Library Director



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Dian Lemons, President