LIBRARY ADVISORY BOARD
REGULAR MEETING
CONFERENCE ROOM, LIBRARY AND RECREATION CENTER
201 JAMES COLLINS BLVD.
THURSDAY, JANUARY 5, 2017 @ 6:30 P.M.

AGENDA

1. Call To Order

2. Minutes
    a. Consider approval of the Minutes of the November 10, 2016 Regular Meeting

3. Reports/Presentations
    a. Boardmember Reports
    b. Library Director's Report and Strategic Plan Update

4. Public Comment
    Comments are limited to 3 minutes per speaker. The Library Advisory Board cannot respond to comments, but can decide whether to place the item on a future agenda.

5. Discussion
    a. Consider approval of revised Collection Development policy
    b. Consider approval of policy for lending laptops and Wi-Fi hotspots
    c. Consider approval of Test Proctoring policy
    d. Consider approval of Notary Public policy
    e. Discuss Library Advisory Board meeting schedule and make any necessary adjustments

6. Adjourn

Posted Friday, December 30, 2016 at 5:00 PM

Dennis Quinn, Library Director

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LIBRARY ADVISORY BOARD
REGULAR MEETING
CONFERENCE ROOM, LIBRARY/RECREATION CENTER
201 JAMES COLLINS BLVD
NOVEMBER 10, 2016 @ 6:30 P.M.

A regular meeting of the Library Advisory Board was held on Thursday, November 10, 2016, at 6:30 PM, in the Conference Room of the Library and Recreation Center, with a quorum present, to wit:

Joe Hassler	President	Absent, Excused
Juan Chapa, Jr.	Vice President	Present
Yolanda Columbus	Boardmember	Present
Doris Hubbard	Boardmember	Absent, Excused
Jan Knoll	Boardmember	Absent
Dian Lemons	Boardmember	Present
Quay Roberts	Boardmember	Present
Mary Ann Taylor	Boardmember	Present
Noella Whavers	Boardmember	Present

Also present:

Dennis Quinn	Library Director, Staff Liaison

1. CALL TO ORDER

Vice President Chapa called the meeting to order at 6:35 PM.

2. MINUTES

A. Approve the Minutes of the September 1, 2016 Regular Meeting

The minutes of September 1, 2016 were reviewed. It was noted that the guest author at the Friends' October 25 meeting was Catherine Tucker, not Catherine Taylor. Boardmember Lemons moved that the minutes be approved as corrected. Boardmember Columbus seconded. The motion carried (6 in favor; 0 opposed).

3. REPORTS/PRESENTATIONS

A. Boardmember Reports

Boardmember Taylor reported that the Friends' Author Appreciation Banquet honoring local author Michelle Stimpson was well-attended, and that the Friends' ongoing booksale is being overseen by a new volunteer who has previous experience in the bookselling industry.

B. Library Director's Report

Library Director Quinn reported a successful Fall Clean-Out, which brought in twice the traffic and materials of the previous iteration in Spring 2016. Library staff are working with the Parks and Solid

DRAFT

Waste departments to plan joint effort for future recycling/donation events. In a similar vein, the Library and the Recreation Center joined forces for Boo Bash, which saw higher attendance than the combined total of both departments' 2015 Halloween events.

C. Strategic Plan Update

Equipment for circulating laptops (1A.01) is expected to arrive in the next few weeks, and staff is developing corresponding policy and documentation, to be brought before board at future meeting for approval. A NaNoWriMo writing class (2A.17) led by Adult Services Librarian Stephanie Lott is underway, having begun in October and running through the end of November. Interlocal agreements for reciprocal library membership with DeSoto and Cedar Hill (2D.01) have been approved by the City Councils of the three respective cities, and became effective October 1. A portable canopy for outdoor events (4B.01) has been procured with funds provided by the Friends of the Library. Staff have developed a plan to address the need for additional study rooms/spaces (5B.01) with mobile partitions, toward which the Friends of the Library have agreed to provide funding assistance.

4. PUBLIC COMMENT

There were no visitors for the public comment period.

5. DISCUSSION

A. Discuss and consider revisions to Library Collection Development Policy

Library Director Quinn gave a presentation on library collection development, including guiding principles, the goals and purposes of the collection, criteria for selection, sources of recommendations and input on potential acquisitions.

There was discussion among present members regarding the balance between prescriptive and demand-driven acquisitions, potential impact of the reciprocal library membership agreement with Cedar Hill and DeSoto, methods of analyzing collection usage, and additional sources of information that may be useful in guiding collection development.

Staff will draft a final policy for consideration at the Board's January meeting.

6. ADJOURN

Vice President Chapa adjourned the meeting at 8:12 PM.

Respectfully submitted,
Dennis Quinn
Library Director

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LIBRARY ADVISORY BOARD **January 5, 2017**

Agenda Item 5A: Consider approval of revised Collection Development policy

With the Board's approval, the following would replace entirely the current Section VI (Collection) of the Library Policy Manual. Blue highlighting indicates new or amended text.

Collection

The Library strives to build, maintain, and curate a collection of informational and literary resources that serves the community's interests and needs, and generally covers the spectrum of human knowledge. The policies and practices defined in this section are aimed at maintaining a collection that:

1. Contains a core of basic resources to meet the community's need for information and standard, "classic" works,
2. Contains an assortment of popular materials to anticipate and meet community demand,
3. Includes materials in various formats and media that are useful to and usable by the public,
4. Reflects the diversity of the community in the breadth and variety of topics covered and viewpoints represented, and in the various languages in which its resources are expressed, and
5. Remains current and relevant to the needs and interests of the community over time.

Selection Criteria

In order for the collection to meet these aims, Library staff responsible for selecting materials for addition to the collection must exercise a strong preference for resources that are (where applicable):

- current and of timely interest,
- accurate,
- issued from an authoritative source,
- in demand, and
- physically durable.

PROPOSED

Sources of Input

Library staff consider input from a variety of sources in the course of choosing materials to be added to the collection, including (but not limited to) the following:

- **Recommendations or requests** from members of the community
- **General literary awards** such as the Nobel Prize, Pulitzer Prizes, Andrew Carnegie Medal, and the Man Booker Prize
- **American Library Association literary awards and reading lists** such as the Caldecott Medal, Newbery Medal, Coretta Scott King Book Award, Pura Belpré Medal, Sibert Medal, Geisel Award, Michael L. Printz Award, Schneider Family Book Award, Andrew Carnegie Medal, Batchelder Award, Odyssey Award, Stonewall Book Award, William C. Morris YA Debut Award, and YALSA's Teens Top Ten
- **Texas Library Association literary awards and reading lists** such as the Texas Bluebonnet Award, Lone Star Reading List, 2x2 Reading List, Maverick Graphic Novel Reading List, Tejas Star Reading List, and the Tayshas Reading List
- **Bestseller lists** such as those of the New York Times and Amazon
- **Area school reading lists**
- **Literary reviews** in publications such as Kirkus Reviews, Library Journal, the Dallas Morning News, Booklist, Shelf Awareness, and Fantastic Fiction

Materials and Formats Excluded

In the interest of making the highest and best use of Library space and resources, the Library may elect to not add a given resource that meets the aforementioned criteria on the basis that it is already easily and readily available to the community elsewhere.

Due to their generally high cost and short lifespan, the Library does not purchase textbooks, except when no other reputable sources can be found on a subject of interest.

Materials which cannot legally be purchased by minors or viewed by minors will not be considered for inclusion in the collection.

Donations, Gifts, Memorials

The Library welcomes donations and gifts of materials that support its mission, and fit the aforementioned selection criteria. Donated items not meeting said criteria may be put into the ongoing book sale hosted by the Friends of the Library, or given to a charitable non-profit entity. Materials not suitable for any of these uses (e.g. damaged beyond usability) will be discarded.

Weeding

In order for the Library's collection to remain current and relevant to the needs and interests of the community, materials that no longer serve the purpose for which they were initially added

to the collection must be withdrawn ("weeded") to make room for new resources. To this end, the contents of the collection are regularly reviewed against the same criteria applied in the selection process described above. Other factors considered include the amount of time since an item was published, or since it last circulated. Library staff use the guidelines set forth in CREW: A Weeding Manual for Modern Libraries as a framework for the weeding process.

Items withdrawn from the Library's collection may be put into the ongoing book sale hosted by the Friends of the Library, or given to a charitable non-profit entity. Materials not suitable for either of these uses (e.g. damaged beyond usability) will be discarded.

Reconsideration of Materials

Given the diversity of the community it serves, the Library's collection will inevitably include materials reflecting differing viewpoints on topics and issues that may be controversial. Objections to library materials, or to the placement of library materials in a certain part of the collection, or other such requests for reconsideration may be made by submitting a Request for Reconsideration Form (see Appendix A) to any Library service desk. Such requests shall be reviewed by Library Staff and the Library Advisory Board. The Library Advisory Board shall hold the final decision in such matters.

PROPOSED

LIBRARY ADVISORY BOARD **January 5, 2017**

Agenda Item 5B: Consider approval of policy for lending laptops and Wi-Fi hotspots

With the Board's approval, the following would be added to the Library Policy Manual as new parts of Section VIII (Technology):

Lending Laptops and Wi-Fi Hotspots

To expand access to the Internet and computer technology in our community, the Library maintains a collection of laptop computers and portable wireless access points ("Wi-Fi hotspots") which members may borrow for use in the Library, at home, or other locations outside the Library.

To be eligible to borrow a laptop or hotspot, a member must reside within the city of Duncanville, must be at least 18 years of age, must have a library account in good standing (not expired, owing no fines or fees, having no items overdue) and must have been a member for at least 3 months. Additionally, before borrowing a laptop, a member must show photo identification as described above in Section IV. Membership (see Proof of Identity).

Laptops and hotspots may be checked out at the Information Desk during the Library's normal service hours, and must be returned in-person to the same location. Returning a laptop or hotspot via a book drop may result in damage to the device and a corresponding fine (per the Fee Schedule in Appendix B) charged to the account of the member to whom the device was checked out.

The Library reserves the right to disable a particular hotspot if it is not returned by the stated due date.

Upon return to the library, laptops will be cleared of all user-generated data, and any settings will be restored to defaults.

In keeping with the principle of Right to Access, the Library imposes no content controls or filtering on circulating laptops or hotspots. However, the Library also disclaims any responsibility for liability, damages or expense resulting from their use or misuse during the time the device is checked out to a member's account. Such responsibility is assumed by the member to whom the device is checked out.

As with other circulating Library materials, a member also assumes responsibility for the physical safety and condition of a laptop or hotspot (as well as any accompanying accessories) during the time the device is checked out to their account. Except as otherwise specified in this section, lending of laptops and hotspots shall be subject to the policies set forth in Section V. Circulation, and to fees specified in the Fee Schedule (see Appendix B).

PROPOSED

Additionally, with the Board's approval, Section III (General Principles) would be amended as indicated below. Blue highlighting indicates new or amended text.

Right to Access

The Library is open to all. The Library shall only restrict a person's access to library resources, services, or facilities based on violations of its Code of Conduct, or for account delinquency as outlined in Suspension of Membership Privileges. The Library does not restrict any person's access to information, materials, or resources based on content, except in the cases of information related to other members' library usage (see Right to Privacy) and of content filtering on in-house computers, as stated in Public Computer Use. Library staff will strive to make any reasonable accommodation to persons with disabilities.

PROPOSED

LIBRARY ADVISORY BOARD **January 5, 2017**

Agenda Item 5C: Consider approval of Test Proctoring policy

With the Board's approval, the following would be added to the Library Policy Manual as a new part of Section VII (Programs and Services):

Test Proctoring

In support of the educational endeavors of students in our community, certain Library staff are available as proctors for tests and examinations during normal Library service hours.

To ensure availability of staff, arrangements for test proctoring must be made by appointment between the student and the Library employee who will serve as proctor. Appointments may be scheduled by contacting the Information Desk at 972-780-5052. Appointments may be scheduled for any time the Library is open, ending no less than 1 hour prior to closing. Students are encouraged to schedule proctor appointments at their earliest notice of a test and its requirements. "Drop-in" proctor requests cannot be accommodated.

Any changes to the appointment (e.g. rescheduling, cancelling, arranging for a different proctor) must be negotiated between the student and the proctor prior to the appointment.

A proctor must receive all test requirements and related forms from the examining institution before a test can be administered.

Proctors will not be able to provide continuous supervision for the entire duration of a test, but will check on the student intermittently while the test is underway. Aside from this, proctors will enforce all conditions placed on the test by the examining institution (e.g. time limits, materials/resources not permitted during the test). Any perceived violation of the posted rules for the test will be reported to the examining institution.

There is no fee for proctor appointments, or for computer time necessary to take a test, or for transmission of the test and/or any related documents to the examining institution via fax or email. If the examining institution requires any documents to be returned via postal mail, either the student or the examining institution must provide an addressed envelope with sufficient postage.

PROPOSED

LIBRARY ADVISORY BOARD **January 5, 2017**

Agenda Item 5D: Consider approval of Notary Public policy

With the Board's approval, the following would be added to the Library Policy Manual as a new part of Section VII (Programs and Services). The pertinent fee would be $1.00 per signature, but this fee does not appear on the FY16-17 Master Fee Schedule as approved by City Council On September 20, 2016. As such, a revised fee schedule would need to be approved by City Council before this policy could take effect and the service could be made available.

Notary Public

Certain Library staff shall be commissioned as notaries public in the state of Texas, and shall be available by appointment to take acknowledgments or proofs of written instruments while they are on duty. Appointments may be made by contacting the Information Desk at 972-780-5052.

In order to have a document notarized, the signer must provide:

- photo identification as described above in Section IV. Membership (see Proof of Identity),
- the original document to be signed, in its entirety, including the notarial certificate, and
- any witnesses required by the document to be present for its execution.

A fee for this service (defined in Appendix B) shall be due at the time the service is rendered, and is nonrefundable. Checks must be made payable to the Duncanville Public Library.

PROPOSED