

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

A regular meeting of the Library Advisory Board was held on Thursday, January 5, 2017, at 6:30 PM, in the Conference Room of the Library and Recreation Center, with a quorum present, to wit:

Joe Hassler	President	Present
Juan Chapa, Jr.	Vice President	Present
Yolanda Columbus	Boardmember	Absent
Doris Hubbard	Boardmember	Present
Jan Knoll	Boardmember	Present
Dian Lemons	Boardmember	Present
Quay Roberts	Boardmember	Present
Mary Ann Taylor	Boardmember	Present
Noella Whavers	Boardmember	Arrived at 6:34 PM

Also present:

Dennis Quinn	Library Director, Staff Liaison
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**1. CALL TO ORDER**

President Hassler called the meeting to order at 6:30 PM.

**2. MINUTES**

**A. Consider approval of the Minutes of the November 10, 2016 Regular Meeting**

The minutes of November 10, 2016 were reviewed. Boardmember Taylor moved that the minutes be approved as presented. Boardmember Chapa seconded. The motion carried unanimously (7 in favor; 0 opposed).

**3. REPORTS/PRESENTATIONS**

**A. Boardmember Reports**

Boardmember Taylor reported on the success of the Author Appreciation Banquet held by the Friends of the Library in November, and invited present members to the group's next quarterly meeting on January 24<sup>th</sup> at 7pm in the Library's Program Room.

**B. Library Director's Report and Strategic Plan Update**

Equipment for circulating laptops (1A.01) has been procured, and Wi-Fi hotspots have been ordered (1A.02). Librarian On The Loose (2C.03, 2C.04) and People of Duncanville (2B.04) are due for implementation by the end of January.

Staff are researching several projects in order to prepare budget proposals for FY18. These include self-service checkout stations (3A.03); credit card payment systems (2C.02); updated wayfinding signage (4B.02); options for space allocation (5B); and software systems for data management, computer booking, and print management.

Staff estimates the total value of resources and services provided by the Library in calendar year 2016 at approximately \$2.7 million, representing a return of more than 3:1 on its annual operating budget of approximately \$800,000.

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

There were no visitors for the public comment period.

#### **5. DISCUSSION**

Items 5A through 5D were acted upon in one motion, following Library Director Quinn's presentation of the proposed policies.

##### **A. Consider approval of revised Collection Development policy**

The revised policy, which incorporates feedback from discussion in the Board's September and November 2016 meetings, more fully defines the Library's goals for the collection, selection criteria, sources of input, and the process for submitting requests for reconsideration.

##### **B. Consider approval of policy for lending laptops and Wi-Fi hotspots**

The policy establishes conditions for the borrowing of laptop computers and portable internet access points from the Library (Strategic Plan items 1A.01 and 1A.02).

##### **C. Consider approval of Test Proctoring policy**

The policy establishes conditions by which library staff are available to proctor tests. A key feature is that proctoring appointments must be made prior to the date of the test, between the student and the library employee who is to act as proctor.

##### **D. Consider approval of Notary Public policy**

The policy establishes conditions for the availability of notary public services at the Library (Strategic Plan item 2C.01). A fee for the service is to be presented for approval at an upcoming meeting of the City Council; the policy would not take effect until such fee is approved.

Boardmember Lemons moved for approval of the four policies as presented. Boardmember Hubbard seconded. The motion carried unanimously (8 in favor; 0 opposed).

##### **E. Discuss Library Advisory Board meeting schedule and make any necessary adjustments**

President Hassler entertained discussion regarding the possibility of the Board meeting monthly instead of bimonthly. There was discussion among present members regarding the amount of business per

meeting, and the frequency of informational updates on department activities and progress. No motion was made to alter the Board's schedule of regular meetings. Library Director Quinn will provide more frequent updates to the Board between meetings.

**6. ADJOURN**

President Hassler adjourned the meeting at 7:43 PM.

APPROVED

ATTEST

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Library Board President

  
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Library Director