

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 20th day of January, 2011, at 6:00 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, with the following members present to-wit:

Betty Whiteside) Members
Lou Farris

Joyce Davis
Peggy Moore
Ruth Ann Kennedy
Janie Melton-Judy

Sameena Karmally) Alternates
Gary Johnson

Allan Heindel) Deputy City Manager
Susan Andrews) City Librarian
Malaika Marion) Assistant to the Deputy City Manager
Desiree Leos) Management Assistant
Eric Starnes) Project & Facilities Manager

with the following member absent to wit: Lou Dodson, constituting a quorum, at which time the following business was transacted.

I. Call to Order

Chair Betty Whiteside called the meeting to order at 6:04 p.m.

II. Roll Call of Members

Desiree Leos conducted the Roll Call of Members.

III. Approval of Minutes

The minutes of the November 16, 2010 regular meeting were reviewed and approved as written.

IV. Library Director's Report

A. Statistical Report: Statistical Reports for both November and December were distributed to the Board. Susan Andrews reviewed the reports.

<u>November</u>	
Circulation.....	32,505
Number of Active Patrons.....	29,350
Volunteer Hours.....	146
Door Count.....	11,723

Electronic Usage Sessions.....	4,399
Page Views.....	5,534
Net Revenue.....	\$5,534
Children's Programming.....	418
Adult Programming.....	113
Adult Education Programming.....	513

December

Circulation.....	30,238
Number of Active Patrons.....	30,136
Volunteer Hours.....	192
Door Count.....	10,900
Electronic Usage Sessions.....	3,846
Page Views.....	5,261
Net Revenue.....	\$4,074
Children's Programming.....	313
Adult Programming.....	193
Adult Education Programming.....	357

The Library Renovation Project continues to pose a parking problem for residents. A decrease in the door count for both November and December could be accounted for by this problem.

Patron Appreciation was not held this year due to the renovation, making adult programming decrease by 70% for December.

- B. Program & Event Report:** The Program & Event Reports for November and December were reviewed and distributed to the Board. Susan Andrews reviewed the report.

November

Story Time for ages 3-6 years (Attendance for 14 programs: 166)

Toddler Time for ages 12-36 months (Attendance for 8 programs: 203)

Chess Club (Attendance for 5 programs: 14)

Chapter Chats (Attendance: 3)

Anime Club (Attendance: 13)

Teen Pulse (Attendance: 16)

Teen Talk (Attendance: 4)

Brown Bag Book Club (Attendance: 7)...
The Boy in the Striped Pajamas by John Boyne

After School Movie Matinee (Attendance: 59)
Toy Story 3

Novel Writing (Attendance for 2 programs: 8)

Evening Masterworks (Attendance: 39)
Cindy Horstman Harpist

December

Story Time for ages 3-6 years (Attendance for 15 programs: 93)

Toddler Time for ages 12-36 months (Attendance for 9 programs: 174)

Chess Club (Attendance for 4 programs: 17)

Chapter Chats (Attendance: 5)

Anime Club (Attendance: 17)

Teen Pulse (Attendance: 7)

Brown Bag Book Club (Attendance: 7)
Charms for the Easy Life by Kaye Gibbons

After School Movie Matinee (Attendance: 79)
Shrek 4 - The Final Chapter
Despicable Me

Family Craft Night (Attendance: 26)
Christmas Ornament – Make and Take

Evening Masterworks (Attendance: 81)
Holiday Hams

Betty Whiteside asked whether the chess practice mentoring volunteer opportunity had been advertised on the Library website. Susan Andrews noted that it is not advertised on the Library website, but is advertised on the VIA webpage and in the City's quarterly magazine, *Where We Live*.

- C. Upcoming Events:** The Upcoming Programs and Events report was reviewed by Susan Andrews. Pictures were displayed for the Board.

Anime Club

Thursday, February 3, 6:00 p.m.

Teen Talk

The Warrior Heir by Cindy Williams Chima
Tuesday, February 8, 7:00 p.m.

Teen Pulse Game Night

Thursday, February 10, 6:30 p.m.

Brown Bag Book Club

Freedom by Jonathan Franzen
Thursday, February 3, Noon

Chapter Chats

Frindle by Andrew Clements
Tuesday, February 8, 6:00 p.m.

Evening Masterworks

Lyric Harps Duo – Harp Music Variety
Thursday, February 24, 7:00 p.m.

Family Nights

After School Movie
Megamind
Friday, February 25, 4:00 p.m.

Chinese New Year – Make and Take!
Thursday, February 17, 7:00 p.m.

Puppet People

Wednesday, February 16, 11:00 a.m.

Toddler Time

Ages 12-36 months
Mondays and Thursdays, 10:00 a.m.

Story Time

Ages 3-6
Tuesdays and Wednesdays, 10:45 a.m.

Chess Club

For elementary ages and up
Mondays, 4:00 p.m.

D. **Works in Progress:** The Library's Capital Improvement Program is a works in progress; however, this item was addressed under item IX.C.

E. **Staff Activities**

1. **Personnel Update:** A photo of the Library's newest staff member was shown to the Board.
2. **NTLP Programmers Showcase:** Chantele Hancock and Beverly Kirkendall attended the NTLP Programmers Showcase. They previewed and evaluated book performers.

V. **Reports of the Committees**

A. **North Texas Library Partners**

Regional Meeting Update: The NTLP meeting occurred in December. At this meeting, highlights of the NTLP staff reports included training opportunities and information regarding the upcoming Library Supporters Conference and the Homebound Project. Of particular interest to Staff were the updates on a new Interlibrary Loan system for the state, as well as consortium pricing opportunities. Library Staff has taken advantage of both Live Homework Help and Learning Express consortium discounts. They have also contracted for the Overdrive service through NTLP, which will provide the Library titles of current e-books to meet patron demand.

Bill and Betty Whiteside have registered for the February 19, NTLP Library Supporters meeting in Decatur.

B. **Friends of the Hurst Library**

1. **Texas Book Consignment Update:** Since June, Friends have netted \$1,512.00 from the book consignment process. For the month of December, Friends received \$281.11.
2. **Jobview Kiosk:** The service to patrons has been phenomenal. Services range from applying for jobs online to providing a breakdown of the types of jobs individuals have applied for in the past. Friends paid for the initial cost of the hardware. The Library pays an annual fee to maintain the software license.

VI. **Communications**

- A. **Star-Telegram Article:** A copy of an article written in the Star-Telegram regarding a Hurst Family Night program was distributed to the Board in their Board packets.

- B. **Live Homework Help Comments:** Several Live Homework Help comments were displayed for the Board. The comments expressed gratitude for individual successes with the program.

VII. Unfinished Business

- A. None at this time.

VIII. New Business

- A. None at this time.

IX. Informational Items

- A. **Art in Public Places Update:** Pictures of the Art and Public Places reception for the unveiling of Mr. J. Lynn Kelly's dream wheels were shown to the Board. Susan Andrews noted that there were 50 people in attendance. She also noted that there were other art pieces from Mr. Lynn available in the Historical Gallery for all to enjoy.
- B. **Future Policy Considerations:** Due to the Library renovation, policies regarding meeting room rentals and use of the teen area will be created or revised according to the new space. Both policies would emphasize the Library's mission to continue as a community forum.

Allan Heindel noted that Staff is planning to take the Board for a behind the scenes tour in March. Around that same time, the Library Staff would be moving to other areas of the building to allow for Phase III of the renovation to begin.

The Board was reminded that the Library will be closing at the beginning of Phase IV for four weeks. Gary Johnson asked whether the Library closing would be advertised in the paper. Susan Andrews responded by saying that Staff is preparing a marketing campaign to advertise online programs and other information while the Library is closed.

C. Capital Improvement Program Update

- 1. **Construction Update:** Eric Starnes, Project and Facilities Manager, and Allan Heindel highlighted the Library's expansion progress thus far. Expected completion of Phase I and II is late February. Phase III begins on January 24. A schedule of phase four work was shown to the Board.

Allan Heindel reminded the Board of the progress made to the new and existing Library roof. The increase in funding was approved by the City Council before any action was taken. Photos were shown of the TPO roofing material being installed. Photos of drywall, ceramic, and window installation were also shown.

Projected completion of the Library expansion is Spring 2011.

2. Furniture and Fixtures Update: Staff recommended that City Council authorize the City Manager to purchase furniture through the City approved or TXMAS and BuyBoard vendors, Libra-Tech, and AUI in the amount of \$300,444, including contingency. Funding will cover the design, creation, and installation of a new Library Circulation desk, as well as self-help desks. Photos of the circulation desk and the self-help desk designs were shown to the Board.

3. Carpet Presentation: Mr. Heindel presented information regarding carpet history and replacement costs. He informed the Board that the existing carpet was in bad shape, and could be replaced within Phase IV when the Library is closed to the public.

D. February Meeting Schedule: Due to the Town Hall Forum occurring on the same day the February Library Board meeting was scheduled, the February Board meeting has been canceled. Allan Heindel recommended that a March Board meeting be scheduled to take the place of the canceled February meeting. Also occurring in March is the annual Boards and Commissions Banquet which normally serves as the March Board meeting. With both the Board meeting in March scheduled for the third Tuesday of the month, and the Boards and Commissions Banquet scheduled on March 24, the cancellation in February will be made up.

X. Board Member and Citizen Comments

A. Gary Johnson asked how the Conference Center was doing to date. Allan Heindel stated that they are doing well and are making efforts to market the Conference Center even more than they have in the past. Allan Heindel added that there is the possibility of having the annual tree lighting event at the Conference Center.

B. It was requested that an updated list of Library Board members, including appointment dates and tenure, be distributed to the Board. Allan Heindel stated that an updated roster would be included in the Board packets in March.

XI. Adjournment

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 7:15 p.m.

APPROVED this the _____ day of _____, 2011.

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY