

CITY OF HURST  
COUNTY OF TARRANT  
STATE OF TEXAS

On the 19<sup>th</sup> day of October 2021, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present:

Betty Whiteside	)	Chair
Peggy Moore	)	Members
Ruth Kennedy		
Gus Nixon		
Linda Dibley		
Julie Granquist	)	Alternates
Trasa Cobern		
Kyle Gordon	)	Executive Director of Community Services
Jesse Loucks	)	Library Director
Vanessa Patchen	)	Assistant Library Director
Hannah Ditgen	)	Community Services Management Assistant
Teri Smith	)	Community Services Administrative Assistant

with the following members absent: Janie Melton-Judy and Margaret Coleman, constituting a quorum, at which time the following business was transacted:

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the July 20, 2021 regular meeting were reviewed and approved as written.

**IV. Director's Report**

**A. Statistical Report for July – September 2021:** The Library Statistical Report for July – September 2021 was displayed for the Board. Jesse Loucks reviewed the report.

July – September 2021

Circulation.....	68,835
Number of Active Patrons.....	33,931
Volunteer Hours.....	259
Door Count.....	17,790
Electronic Usage Sessions.....	8,063
Page Views.....	15,640
Net Revenue .....	\$ 4,036
Children's Programming.....	1,190
Adult Programming.....	643
Outreach Programs .....	284

- B. Program & Events Report for July - September:** Jesse Loucks reviewed the Program & Events Report for July through September.
- C. Upcoming Programs and Events:** Mr. Loucks reviewed the Upcoming Programs and Events report. Pictures were displayed for the Board.
- D. Works in Progress**
- 1. Texas State Library Report:** Jesse Loucks informed the Board that Library Staff prepares the annual Texas State Library Report, which accredits the Library and allows the Library to be eligible for state-funded grants. With the assistance of several Staff Members, the report has been submitted.
  - 2. Technology Deployment:** Mr. Loucks reported that Copy Center printing equipment has been moved inside the Computer Center and the copier has been moved to a centralized area of the Library for more convenient use. Additionally, one of the Computer Center's computer quad-top desks has been moved to the Youth Department to allow for additional spacing of the Youth computers.
  - 3. Youth Desk Update:** Mr. Loucks explained that Contractor Don Dixon has made great progress on the construction of the new youth desk and that it has an estimated delivery of next week.
  - 4. Digital Marquee:** Mr. Loucks informed the Board that the digital marquee at the Library's entrance is in the process of being upgraded to give the marquee more modern features, including color LED screens. Kyle Gordon informed the members that the project is going before the City Council on October 26, 2021 for consideration. The project should be completed by year-end.
  - 5. Program Room East AV Repair:** Jesse Loucks reported that the AV system in Program Room East has been repaired and is in good working order.

**E. Staff Activities**

- 1. Organizational Update:** Mr. Loucks informed the Board that the Library has two new Library Aides, Damien Bannister and Jeffrey Bickley. Photos were displayed for the Board.
- 2. Professional Development:** Mr. Loucks noted that representatives from the City of Hurst Police Department conducted a training class for Library Staff to learn best practices for dealing with difficult situations.

Additionally, Youth Librarian Danyelle Weiss will participate in the Texas Library Association Conference in April 2022.

**V. Reports of the Committees****A. Friends of the Hurst Public Library**

1. **3<sup>rd</sup> Quarter Revenue Report:** Jesse Loucks reviewed the Friends revenue report for July - September.
2. **2021 Book Sale:** Mr. Loucks informed the Board that the Friends of the Hurst Library Book Sale was deferred until February 2022 due to COVID-19 concerns. A smaller sidewalk sale is scheduled for October 30<sup>th</sup>. The sale will be held in the Library Lobby.
3. **Point of Sale Terminal:** Mr. Loucks stated that the Friends have acquired a point of sale terminal to accept credit cards for patron purchases.

**VI. Communications**

- A. **Community Comments:** Vanessa Patchen highlighted positive community comments that the Library received via email and Facebook posts. Photos and email comments were displayed for the Board.

**VII. Unfinished Business**

None at this time.

**VIII. New Business**

- A. **Officer Elections:** Gus Nixon made a motion for Betty Whiteside to remain the Chairperson and Ruth Kennedy to remain Vice-Chairperson. Motion seconded by Peggy Moore. Motion prevailed by the following vote:

Ayes: Whiteside, Dibley, Nixon, Moore, Kennedy, Granquist, and Cobern  
No: None

- B. **Behavior Policy Update:** Jesse Loucks presented to the Board the proposed changes to the existing policy that further identified inappropriate behavior and defined the intended use of the facility and its amenities. Mr. Loucks stated that Library Staff reviewed several model policies in the metroplex and utilized the best language from each. These changes will aid Library and Police Department staff when addressing difficult situations.

Peggy Moore moved to accept the policy changes as presented. Motion seconded by Gus Nixon. Motion prevailed by the following vote:

Ayes: Whiteside, Dibley, Nixon, Moore, Kennedy, Granquist, and Cobern  
No: None

- C. Circulation Policy Update:** Jesse Loucks presented to the Board the proposed changes to the existing policy to update pricing for lost or damaged materials and the removal of fines for overdue items. He reviewed supporting data for libraries that have eliminated overdue fines; the information presented showed a negligible increase in the material loss rate but a significant increase in overall circulation and active patrons. Mr. Loucks clarified that if approved, overdue materials will result in a loss of most library privileges until items are returned or replaced at the borrower's expense. Additionally, he stated the impact to the Library revenue is approximately \$10,000 annually and that throughout the pandemic, staff has found efficient ways to reduce expenditures to offset the revenue reduction.

Linda Dibley moved to accept the policy changes as presented. Motion seconded by Peggy Moore. Motion prevailed by the following vote:

Ayes: Whiteside, Dibley, Nixon, Moore, Kennedy, Granquist, and Cobern  
No: None

## IX. Informational Items

- A. Park Lending Library Program:** Jesse Loucks gave a brief overview of this new program. Modeled after the memorial tree and bench program, it will allow donors to fund the cost of a weatherproof book display case to be placed in approved locations throughout the City's park system. The Friends of the Hurst Public Library will provide an initial assortment of books as part of the donation. After that, the donor and community volunteers will assume responsibility for replenishing the materials. Kyle Gordon noted that Parks Department Staff would monitor these stations for inappropriate content and maintenance issues. He stated that this program is going before the Park and Recreation Advisory Board for approval at their October meeting.
- B. Library Operating Hours Update:** Mr. Loucks informed the Board that starting October 1<sup>st</sup> the Library resumed regular operations on Fridays from 10:00 a.m. until 6:00 p.m. and Tuesdays and Thursdays from 10:00 a.m. until 8:00 p.m.
- C. 2021 Summer Reading Club Recap:** Mr. Loucks reviewed the 2021 Summer Reading Club event. This year had 1,129 registered participants with a total of 1,836,876 minutes read for participants.
- D. Chemistry Road Show:** Jesse Loucks gave a brief overview of the Chemistry Road Show event performed by Texas A&M's Dr. James Pennington. A video of the hands-on experiments for participants was shown to the Board.
- E. SIRSI Enterprise Upgrade:** Vanessa Patchen stated that on August 11<sup>th</sup>, the SIRSI System was upgraded to the latest version. No issues were reported by patrons or Staff.
- F. Holiday Closure:** Kyle Gordon reminded the Board that the Library will be closed November 25<sup>th</sup> and 26<sup>th</sup>, December 24<sup>th</sup> and 25<sup>th</sup>, and January 1<sup>st</sup>, in observance of the holidays.

**X. Board Member and Citizen Comments**

None at this time.

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:35 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2022

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDING SECRETARY