

CITY OF HURST
COUNTY OF TARRANT
STATE OF TEXAS

On the 18th day of October 2022, 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
Ruth Kennedy)	Members
Peggy Moore)	
Janie Melton-Judy)	
Margaret Coleman)	
Linda Dibley)	
Julie Granquist)	

Henry Wilson)	Mayor
Clay Caruthers)	City Manager
Kyle Gordon)	Executive Director of Community Services
Hannah Ditgen)	Community Services Management Assistant
Jesse Loucks)	Library Director
Vanessa Patchen)	Assistant Library Director
Teri Smith)	Community Services Administrative Assistant

with the following members absent: none, constituting a quorum, at which time the following business was transacted:

I. Call to Order

Chair Betty Whiteside called the meeting to order at 5:31 p.m.

II. Roll Call of Members

Teri Smith conducted the Roll Call of Members.

III. Approval of Minutes

The minutes of the July 19, 2022 regular meeting were reviewed and approved as amended.

The following item was moved to the top of the Agenda:

IX. Informational Items

A. Mayor and City Manager Welcome and Orientation: Mayor Henry Wilson welcomed the Board Members and discussed their responsibilities and key items for conducting City business. Mayor Wilson and City Manager Clay Caruthers expressed their appreciation of the Library Board and Library staff operations.

IV. Director's Report

- A. **July - September 2022 Recap:** The July - September 2022 Recap was reviewed and displayed for the Board.

July - September 2022

Circulation.....	75,868
Number of Active Patrons.....	32,330
Volunteer Hours.....	410
Door Count.....	23,459
Electronic Usage Sessions.....	9,330
Page Views.....	16,821
Net Revenue	\$ 886
Children's Programming.....	2,962
Adult Programming.....	1,067
Outreach Programs	884

- B. **Program & Events Report for July - September:** Jesse Loucks reviewed the Program & Events Report for July - 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. **Program Room Microphone Replacement:** Jesse Loucks reported that supply chain shortages delayed the replacement of the Program Room microphones for the past few months; however, staff has received one of the microphones, and the vendor should deliver the remaining microphone soon.
2. **HVAC Repairs:** Kyle Gordon reminded the Board that the Library's HVAC unit is scheduled to be replaced. The new unit has been ordered and should take approximately 23 weeks for delivery. The boiler system is expected for delivery on November 28th, and the chiller should be installed in the Spring of 2023. The entire replacement should be completed by June 2023.
3. **Automated Materials Handler Replacement:** Jesse Loucks reported that the new automated materials handler should be delivered soon, and the project should be completed by the end of this year.

E. Staff Activities

1. **Organizational Development:** Jesse Loucks informed the Board of the Library's two newest employees – Miriam Whisman, who has returned to the Library as a part-time Library Aide, and Lisette Lebaillif, who is also a part-time Library Aide. Photos were displayed for the Board.
2. **Professional Development:** Vanessa Patchen reported that the City held an Employee Appreciation Week in September. There were fun, educational activities throughout the week, including the Employee Conference on Thursday, September 22nd, which focused on "Remembering Your Why."

3. **Hurst Hearts Update:** Hannah Ditgen stated that the Hurst Hearts Committee prepares events for City Employees yearly, including the Beat the Heat Luncheon in August and the Annual Pancake Breakfast in September. Both gatherings are great opportunities for staff to build camaraderie and enjoy a meal prepared by the Executive Director Team.
4. **Employee Awards Luncheon:** Vanessa Patchen explained that this year's Employee Awards Luncheon included recognizing four Library Employees for 5 to 25 years of service and five Library employees who received COINS.

V. Reports of the Committees

A. Friends of the Hurst Public Library

1. **Quarterly Revenue Report:** Jesse Loucks reviewed the Friends' revenue report for July - September.
2. **2022 Book Sale:** Mr. Loucks reminded the Board that the Friends' Book Sale will take place on December 3rd.

VI. Communications

- ### A. Community Comments:
- Vanessa Patchen highlighted positive community comments that the Library received via social media posts, many of which resulted from the Library's programming and excellent Library staff and thank you cards from the Shady Oaks Elementary School Career Day event. Photos and comments were displayed for the Board.

VII. Unfinished Business

None at this time.

VIII. New Business

- ### A. Officer Elections:
- Kyle Gordon asked the Board to consider nominations for the positions of Board Chair and Vice Chair for the coming term.
1. Chair: Peggy Moore made a motion for Betty Whiteside to serve as Chair. Motion seconded by Margaret Coleman. Motion prevailed with the following vote:

Ayes: Moore, Coleman, Whiteside, Kennedy, Melton-Judy, Dibley, Granquist

No: None
 2. Vice Chair: Peggy Moore made a motion for Ruth Kennedy to serve as Vice Chair. Motion seconded by Julie Granquist. Motion prevailed with the following vote:

Ayes: Moore, Melton-Judy, Whiteside, Kennedy, Coleman, Dibley, Granquist

No: None

IX. Informational Items

- A. **Mayor and City Manager Welcome and Orientation:** This item was moved to the top of the Agenda.
- B. **2022 Summer Reading Club Recap:** Jesse Loucks gave a recap of the 2022 Summer Reading Club event. Mr. Loucks highlighted a few July programs, including a James Wand Magic Show, Creature Teacher, Percussion Things, a closing party with the Tejas Dance group, and a special event for those who read 2,000 minutes or more. The total minutes read by all Hurst, Euless, and Bedford participants was 4,413,360 with Hurst participants reading 2,242,134 minutes.
- C. **Library Showcase Recap:** Vanessa Patchen gave a brief overview of the event, noting that this was the Hurst Library's 13th Annual Library Showcase. The event included giveaways, popcorn, cotton candy, candy treat stations, costumes, photos, black-out poetry, a bounce house, live music, and many fun crafts and games. There were 415 in attendance.
- D. **Library of Things Lending Program:** Jesse Loucks explained the Library's new Library of Things Lending Program, where patrons can borrow useful home improvement and entertainment items such as a wet/dry vacuum, power washer, robotic Spheros, and video converters, to name a few. Mr. Loucks stated that staff is putting the final touches on the program and it is expected to launch very soon.
- E. **Library Notification System Update:** Vanessa Patchen reported that the updated Library Notification System launched on October 1st. The upgraded system allows for the ability to text, in addition to the current email and voice message, to patrons when their hold items are ready for pick up.
- F. **Masterworks Update:** Jesse Loucks explained that the Library has funding for the MasterWorks program for 2023. This funding will allow for quality concerts throughout the year.
- G. **Holiday Closure:** Kyle Gordon informed the Board of holiday closure dates, including November 24th and 25th for Thanksgiving, December 23rd – 26th for Christmas, and January 2nd for the New Year's Day holiday.

X. Board Member and Citizen Comments

A citizen in attendance complimented Library staff and the Library Showcase event.

XI. Adjournment

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:42 p.m.

APPROVED this the _____ day of _____, 2023

APPROVED:

ATTEST:

CHAIR

RECORDING SECRETARY