

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 16th day of January, 2018, 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
Joyce Davis)	Members
Janie Melton-Judy		
Lou Farris		
Peggy Moore		
Gus Nixon		
Margaret Coleman)	Alternate
Kyle Gordon)	Managing Director of Community Services
Jesse Loucks)	Library Director
Teri Smith)	Community Services Administrative Assistant
Hannah Titony)	Library Administrative Assistant

with the following members absent: Ruth Kennedy, 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 December 19, 2017 regular meeting were reviewed and approved as written.

IV. Librarian’s Report

A. Statistical Report for December: The Library Statistical Report for December was distributed to the Board. Jesse Loucks reviewed the report.

<u>December</u>	
Circulation.....	30,557
Number of Active Patrons.....	34,393
Volunteer Hours.....	199
Door Count.....	9,251
Electronic Usage Sessions.....	5,397
Page Views.....	4,817
Net Revenue	\$ 2,562
Children's Programming.....	568
Adult Programming.....	573

B. Program & Events Report for December: The Program & Events Report for December was distributed to the Board. Jesse Loucks reviewed the report. Pictures of events were displayed for the Board.

C. Upcoming Programs and Events: The Upcoming Programs and Events report was reviewed by Jesse Loucks. Pictures were displayed for the Board.

D. Works in Progress

1. **Tech Truck Update:** Jesse Loucks stated that the HEB Tech Truck is currently in the design process and should be in operation in February.

2. **Holiday Decoration Review:** Kyle Gordon informed the Board that there are 20 Parks Department employees who spend approximately 2 weeks putting up the holiday decorations on several City facilities to increase the aesthetics of City facilities during the holiday season and approximately 2 weeks removing the decorations. Photos were displayed for the Board.

E. Staff Activities

1. **Library Manager Retirement:** Jesse Loucks informed the Board that Circulation Manager, Ramona DeMeglio is retiring from the Hurst Library and invited them to attend the retirement celebration that is planned for her on February 1st at 2:00 p.m. at the Library.

2. **Good to Great Ambassador of the Month:** Mr. Loucks announced that Danyelle Weise was hired this year in the middle of Summer Reading Club to work with the teens. She brought some new ideas to the Library teens group that have proven to be very successful. Danyelle received the Ambassador of the Month award in December for her efforts.

3. **Professional Development:** Kyle Gordon informed the Board that Hannah Titony is working on her Master's Degree in Public Administration. As part of her internship, she will attend several Board meetings to gain knowledge of city government operations.

V. Reports of the Committees

A. Friends of the Hurst Public Library

1. **December Revenue Report:** The Board was provided the Friends revenue report for December.

2. **Customer Service Initiative:** Brandon Clifford explained that the Library will soon begin the use of credit cards in the Library Computer Center to increase the efficiency of library services.

VI. Communications

- A. Citizen Comments:** Jesse Loucks presented some positive comments on social media regarding the Library's Game Night event and a local area blog regarding cost savings by utilizing library services.

VII. Unfinished Business

None at this time.

VIII. New Business

None at this time.

IX. Informational Items

- A. Library Trends Presentation:** Brandon Clifford shared some statistics on Library Services with the Board including book check outs, DVD's, Wi-Fi, computer usage, Gimlet (customer service interactions), Facebook, notary service, etc.
- B. Heritage Village Presents:** Kyle Gordon informed the Board of the new logo change for Heritage Village and gave a brief overview of the Spring events including the Grand Family Picnic on Wednesday, March 14th, Concert in the Park on Friday, April 27th, Summer Kickoff on Thursday, May 31st and the Fall events including Salsa y Salsa on Thursday, September 6th, Dogtoberfest on Thursday, October 4th, and Movie in the Park on Friday, November 2nd.
- C. HEB/BISD Reads! Update:** Jesse Loucks explained that Library Directors from the HEB and BISD areas and other city employees have attended several planning meetings this year for the 2018 HEB Reads! and BISD Reads events in an effort to expand on the events. He noted that the HEB Reads! event will be held on May 5th and the BISD Reads event will be held on June 2nd this year.
- D. Interlibrary Loan Grant Report:** Mr. Loucks noted that the City of Hurst uses a State required computer management system. Due to the use of this system, the State issued an Interlibrary Loan Grant in the amount of \$10,746. The funds were placed into an account that will allow for one of the Library's part time employees to work more hours, thereby increasing customer service.
- E. Customer Service Initiatives:** Mr. Loucks reported that in an effort to enhance the Library Patron experience, RFID tags have been placed on all magazines to make self-service checkout easier for patrons. Additional staff has been trained to operate the digital sign in front of the Library and keep it updated. The computer system that controls the informational screens in the lobby and Friends Café has been overhauled and is being maintained by the Library's Technical Services division.

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 6:40 p.m.

APPROVED this the _____ day of _____, 2018.

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY