

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 20th day of February, 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		
Ruth Kennedy		
Lou Farris		
Peggy Moore		
Gus Nixon		
Margaret Coleman)	Alternate
Allan Heindel)	Deputy City Manager
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: 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 5:30 p.m.

II. Roll Call of Members

Teri Smith conducted the Roll Call of Members.

III. Approval of Minutes

The minutes of the January 16, 2018 regular meeting were reviewed and approved as written.

IV. Librarian’s Report

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

<u>January</u>	
Circulation.....	33,583
Number of Active Patrons.....	34,963
Volunteer Hours.....	158
Door Count.....	10,849
Electronic Usage Sessions.....	5,767
Page Views.....	6,993
Net Revenue	\$ 2,566
Children’s Programming.....	938
Adult Programming.....	246

B. Program & Events Report for January: The Program & Events Report for January 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 delivered in April.

2. **New Phone System Update:** Allan Heindel reported the new phone system will deploy on March 5th. All employees are currently being trained on the new system.

3. **Express Check Replacement Update:** Jesse Loucks explained that, since the RFID Express Checks have been deployed, over 40% of check outs were made utilizing the express checks. He also noted that 3 replacement express checks have been ordered.

E. Staff Activities

1. **Organizational Change:** Jesse Loucks informed the Board of the latest organizational change in Library Staff where Library Assistant, Bettina Heard is now assisting Dorothy Batich in Technical Services in addition to her regular duties in Circulation.

2. **Job Posting Update:** Allan Heindel noted that since Ramona DeMeglio's retirement, the City has posted the Adult Services Library Manager position through the American Library Association and the Texas Library Association. He noted that he will keep the Board updated on the progress.

V. Reports of the Committees

A. Friends of the Hurst Public Library

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

2. **Library Document Station Update:** Jesse Loucks reported that the Friends of the Hurst Library have approved a new document feeder for the current document station that allows for more efficient processing.

VI. Communications

- A. **Citizen Comments:** Jesse Loucks presented some positive comments from Library patrons regarding stem kits and a thank you note from Ramona DeMeglio for her retirement celebration after 27 years of service.

VII. Unfinished Business

None at this time.

VIII. New Business

None at this time.

IX. Informational Items

- A. **Texas State Library Report Highlights:** Mr. Loucks informed the Board that every year he compiles a State report of all library statistics for the past year. This provides accreditation and allows libraries to be eligible for grants. Highlights of the report were displayed for the Board and Chair, Betty Whiteside signed the report for submittal to the State Library Board.
- B. **Heritage Village Presents:** Kyle Gordon gave a brief overview of the Heritage Village Presents Spring events including the Grand Family Picnic on Wednesday, March 14th, Concert in the Park on Friday, April 27th, and Summer Kickoff on Thursday, May 31st.
- C. **Oral History Project:** Jesse Loucks gave an update on the Oral History Project stating that 2 additional videos have been approved by the Historical Landmark Preservation Committee and will be posted on the City website soon and 4 others are in the editing process.
- D. **Upcoming Events:** Allan Heindel reminded the Board of the Town Hall Forum that will take place on March 1st at the Conference Center. He also informed them of the Boards and Commissions Banquet on March 8th that will substitute for the March Library Board Meeting, making April 17th the next regularly scheduled Library Board Meeting.

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 6:23 p.m.

APPROVED this the _____ day of _____, 2018.

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY