

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 17<sup>th</sup> day of April, 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

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 February 20, 2018 regular meeting were reviewed and approved as written.

At the request of Staff, the following item was moved to the top of the Agenda.

**IX. Informational Items**

**A. 2018 Summer Reading Club Review:**

- Youth:** Beverly Kirkendal gave a brief overview of the Youth portion of this year's Summer Reading Club Program stating that the theme for this year is Libraries Rock! Everyone will be encouraged to read at least 20 minutes per day and prizes will be awarded for the number of hours read by each child. Activities will begin with the Kick-off on Thursday, May 31<sup>st</sup>. Registration starts May 1<sup>st</sup> followed by HEB Reads! on May 5<sup>th</sup> and BISD Reads on June 2<sup>nd</sup>. The goal for Youth Summer Reading Club this year is 770 participants reading 1,200,000 minutes.

2. **Teen:** Danyelle Barber gave a brief overview of the Teen portion of the Summer Reading Club stating that there will be programs every week in June and July including craft making, a classic movie musicals series, music trivia nights, musical lip sync night, musical anime night, and a concert costume party. The goal for this year is 120 participants reading 165,000 minutes.
3. **Adult:** Meredith Stowe gave a brief overview of the Adult portion of Summer Reading Club including game night, Brown Bag Book Club, Make and Take Crafts, and Masterworks concerts in June and July. The goal for adults this summer is 630 participants reading 1,000,000 minutes.

#### IV. Librarian's Report

- A. **Statistical Reports for February and March:** The Library Statistical Reports for February and March were distributed to the Board. Jesse Loucks reviewed the reports.

##### February

Circulation.....	31,484
Number of Active Patrons.....	35,087
Volunteer Hours.....	154
Door Count.....	10,793
Electronic Usage Sessions.....	5,602
Page Views.....	5,976
Net Revenue .....	\$ 1,502
Children's Programming.....	1,065
Adult Programming.....	380

##### March

Circulation.....	33,773
Number of Active Patrons.....	34,415
Volunteer Hours.....	225
Door Count.....	13,070
Electronic Usage Sessions.....	6,493
Page Views.....	7,205
Net Revenue .....	\$ 2,308
Children's Programming.....	1,220
Adult Programming.....	1,246

- B. **Program & Events Reports for February and March:** The Program & Events Reports for February and March were distributed to the Board. Jesse Loucks reviewed the reports. 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 will be ready for presentation at the HEB Reads! event.
  2. **Express Check Replacement Update:** Mr. Loucks explained that the new RFID Express Checks have been installed and over 40% of check outs are being made utilizing these express check stations.

3. **Parking Lot Improvements:** Allan Heindel explained that the City's Public Works Department is in the process of making ADA compliant improvements to the Library parking lot and will mill and overlay the entire parking lot prior to the beginning of the Summer Reading Club program.
4. **Library Wifi Update:** Jesse Loucks informed the Board that there have been numerous complaints regarding the Library's wifi service. He assured the Board that Library Staff is currently working with the City's IT Department to improve the wifi service and we will keep them informed of the progress.

#### E. Staff Activities

1. **Employee Update:** Jesse Loucks informed the Board that Part-time Youth Services Library Aide, Molly Melone has resigned from the Library to pursue a full-time position with another City, leaving the need to fill this position. He will keep the Board informed of this progress.
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 utilizing a revised recruiting path. He noted that he will keep the Board updated on the progress.
3. **Employee Giving Day:** Mr. Heindel stated that this Friday, April 20<sup>th</sup> is Employee Giving Day where Hurst Employees volunteer their time to renovate several homes in Hurst each year. This includes prep work, painting, and landscape work for those Hurst residents who are unable to do the work themselves.

#### V. Reports of the Committees

##### A. Friends of the Hurst Public Library

1. **February and March Revenue Reports:** The Board was provided the Friends revenue reports for February and March.

#### VI. Communications

None at this time.

#### VII. Unfinished Business

None at this time.

#### VIII. New Business

- A. **Interlibrary Loan Policy Revision:** Allan Heindel informed the Board of recommended revisions to the Interlibrary Loan Policy to eliminate the 50 cent service charge and to add the statement, "if Interlibrary Loan items are not

claimed, Interlibrary Loan privileges may be suspended or revoked”.

Gus Nixon made a motion to approve the revisions to the Interlibrary Loan Policy as stated.

Joyce Davis seconded the motion and the vote in favor was unanimous.

## IX. Informational Items

- A. **2018 Summer Reading Club Review:** This item was moved to the top of the Agenda.
- B. **HEB Reads!:** Jesse Loucks informed the Board that the HEB Reads! program is a cooperative effort between Hurst, Euless, Bedford and the HEB ISD that will take place on Saturday, May 5<sup>th</sup> from 10:00 a.m. until 1 p.m. at Pennington Field in Bedford.
- C. **Heritage Village Presents:** Kyle Gordon gave a brief overview of the Heritage Village Presents Spring events including the Grand Family Picnic that was held on Wednesday, March 14<sup>th</sup>, with over 800 participants and the upcoming Concert in the Park that will be held on Friday, April 27<sup>th</sup>, and the Summer Reading Kickoff on Thursday, May 31<sup>st</sup>.
- D. **Oral History Project Update:** Jesse Loucks gave an update on the Oral History Project stating that Phase IV has been completed and the Phase V process is currently underway.
- E. **Volunteers in Action Update:** Allan Heindel stated that two of the Library Volunteers, Samina Cabral and Brigette Powers received their Blue Jacket award (200 hours of volunteer service) at the City’s Annual Blue Jacket Ceremony. Photos of the volunteers were displayed for the Board.
- F. **TMLDA Library of Excellence Award:** Jesse Loucks informed the Board that the Hurst Library received the TMLDA Library of Excellence Award for the 14<sup>th</sup> consecutive year by meeting all criteria required for Library Excellence.

## 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 6:45 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

ATTEST:

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CHAIRMAN

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RECORDING SECRETARY