

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 16th day of October, 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
- Ruth Kennedy) Vice-Chair
- Janie Melton-Judy) Members
- Gus Nixon
- Margaret Coleman
- Linda Dibley) Alternate
- Julie Granquist) 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: Peggy Moore, 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 August 21, 2018 regular meeting were reviewed and approved as written.

IV. Librarian’s Report

A. Statistical Reports for August, September, and FY 2017-18: The Library Statistical Reports for August, September, and FY 2017-18 were distributed to the Board. Jesse Loucks reviewed the report.

<u>August</u>	
Circulation.....	37,814
Number of Active Patrons.....	30,561
Volunteer Hours.....	267
Door Count.....	12,751
Electronic Usage Sessions.....	6,815
Page Views.....	8,160
Net Revenue	\$ 2,979
Children's Programming.....	979
Adult Programming.....	505

September

Circulation.....	34,827
Number of Active Patrons.....	30,494
Volunteer Hours.....	194
Door Count.....	12,038
Electronic Usage Sessions.....	6,167
Page Views.....	7,015
Net Revenue	\$ 2,241
Children's Programming.....	853
Adult Programming.....	503

FY 2017-18

Circulation.....	416,395
Number of Active Patrons.....	30,841
Volunteer Hours.....	2,952
Door Count.....	143,599
Electronic Usage Sessions.....	74,723
Page Views.....	91,505
Net Revenue	\$ 25,096
Children's Programming.....	15,456
Adult Programming.....	8,195

B. Program & Events Reports for August and September: The Program & Events Reports for August and September were distributed to the Board. Jesse Loucks reviewed the reports. Pictures of the events were displayed.

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 was deployed at the Hurst Fall Festival. There were approximately 300 kids who participated in the STEM related games and activities offered by the HEB Tech Truck.

2. Teen Zone Improvements: Allan Heindel informed the Board that a few underutilized computer stations were removed from the teen zone and additional shelving was added to make better use of the space in that area.

3. Public Restroom Alcove Improvements: Mr. Heindel reported that improvements to the entryway to the original Library restrooms is currently in progress. These improvements will replicate the lobby restroom entrance. Later this year the interior of the restrooms will be renovated.

E. Staff Activities

1. Employee Conference: Mr. Heindel reminded the Board of the City's Annual Employee Conference where the focus is on the Hurst Way including the Code of Ideals, exceptional customer service to the community, a budget update, and motivational speakers.

2. Committee Activities: Jesse Loucks noted that the City holds programs each year to raise money for the United Way. These programs include a pancake breakfast, chili cookoff, eat first in Hurst, and the final

wrap-up. The program is chaired by the Library's Administrative Assistant.

V. Reports of the Committees

A. Friends of the Hurst Public Library

1. **August, September, and Year End Revenue Reports:** The Board was provided the Friends revenue reports for August, September, and Year End.

VI. Communications

None at this time.

VII. Unfinished Business

None at this time.

VIII. New Business

- A. **Election of Officers:** Allan Heindel reminded the Board that October is the month to elect Chair and Vice-Chair for the Library Board.

Janie Melton-Judy made a motion to elect Betty Whiteside to remain as Chair. Margaret Coleman seconded the motion and the vote in favor was unanimous.

Margaret Coleman nominated Ruth Kennedy to remain as Vice-Chair. With no other nominations, Betty Whiteside declared Ruth Kennedy Vice-Chair by acclamation and the vote in favor was unanimous.

- B. **Meeting Room Policy Update:** Jesse Loucks explained that Staff is recommending a change to the Library's Meeting Room Policy, adding the requirement of at least 24 hours advance notice when requesting a meeting room reservation for a single day only and allowing for reservations up to 60 days in advance.

Gus Nixon made a motion to accept the change to Meeting Room Policy as stated. Ruth Kennedy seconded the motion and the vote in favor was unanimous.

IX. Informational Items

- A. **1,000 Books Before Kindergarten:** Beverly Kirkendal gave a brief overview of the 1,000 Books Before Kindergarten program stating that this is a new program from the National Foundation of Libraries, created to promote reading for children ages newborn to Kindergarten. Currently there are 111 children registered. Participants receive a guide that includes recommendations for books to read. Prizes are given for 100 book increments up to 1,000 books.

- B. **2018 Hurst Fall Festival Recap:** Kyle Gordon gave a recap of the Hurst Fall Festival event that was held at Bellaire Shopping Center, Vivagene

Copeland Park and Bellaire Park on October 6th stating that this is the second year for this event. The event included the Friends of the Hurst Library book sale, a craft fair, pumpkin patch, live music, a hay ride, a car show, and a performance of *Oklahoma* by the Artisan Theater group. There were approximately 2,500 participants at this very successful event.

- C. 2018 Library Showcase Recap:** Jesse Loucks reviewed the 2018 Library Showcase signature event with indoor and outdoor activities including live music outdoors, a bubble station, bounce house and slide, cat and dog adoption stations, a petting zoo, games, punch, popcorn, cotton candy, face painting, and balloon crafts. There were 794 participants at this event.
- D. Oral History Project Update:** Jesse Loucks gave an update on the Oral History Project stating that reflections and remembrances from historically significant individuals are captured on video and posted on the City's website. The project is currently in Phase V with 5 video recordings completed.
- E. Heritage Village Presents:** Kyle Gordon gave a brief overview of the Fall Heritage Village Presents events including Salsa Y Salsa on September 6th, with 220 in attendance, Dogtoberfest on October 4th with 210 in attendance, and the upcoming Movie in the Park (*Coco*) on November 2nd.
- F. Cyber Security Forum:** Allan Heindel informed the Board of the Cyber Security Forum that was being held in the Library Program Room. The Forum's speakers presented information to the community (especially students) regarding careers in cyber security, cyber bullying and its effects, and the Police Department's methods of intervention in cyber bullying.
- G. Holiday Closure:** Mr. Heindel reminded the Board Members that the Library will close at 2:00 p.m. on November 21st and will be closed on November 22nd and 23rd in observance of Thanksgiving.
- H. Future Board Meetings:** Mr. Heindel also noted that Staff recommends cancelling the November 20th Library Board Meeting making the next regularly scheduled Board Meeting December 18th. The Board Members voted unanimously in favor.

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 7:00 p.m.

APPROVED this the _____ day of _____, 2018.

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY