

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 18th day of December, 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
Peggy Moore		
Margaret Coleman		
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
Hannah Titony)	Library Administrative Assistant

with the following members absent: Gus Nixon and Linda Dibley, 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 October 16, 2018 regular meeting were reviewed and approved as written.

IV. Librarian’s Report

A. Statistical Reports for October and November: The Library Statistical Reports for October and November were distributed to the Board. Jesse Loucks reviewed the reports.

<u>October</u>	
Circulation.....	36,123
Number of Active Patrons.....	34,143
Volunteer Hours.....	223
Door Count.....	13,158
Electronic Usage Sessions.....	6,319
Page Views.....	6,520
Net Revenue	\$ 1,677
Children's Programming.....	1,306
Adult Programming.....	974

November

Circulation.....	32,575
Number of Active Patrons.....	30,902
Volunteer Hours.....	183
Door Count.....	10,800
Electronic Usage Sessions.....	5,378
Page Views.....	5,283
Net Revenue	\$ 1,266
Children's Programming.....	804
Adult Programming.....	457

- B. Program & Events Reports for October and November:** The Program & Events Reports for October and November 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. Teen Zone Improvements:** Allan Heindel gave a brief overview of the recent improvements that have been made in the Teen Zone including the removal of several computer stations, additional shelving, a large screen television, and new chairs that will be ordered soon.
 - 2. Public Restroom Alcove Improvements:** Mr. Heindel informed the Board of the improvements to the alcove to the original Library restrooms. He noted that the improvements to the interior of the restrooms will begin as soon as the contractor is finished with their work at City Hall.
 - 3. Bookdrop Printer Update:** Jesse Loucks stated that the printer for the Bookdrop Sorter handles approximately 200,000 items per year and is approximately 7 years old. After having several issues with the printer, it has been replaced and is now fully operational again.
 - 4. Front Door Update:** Mr. Loucks informed the Board that, with the extensive use of the front door, there have been intermittent problems. The Facility Services Division is working with the door manufacturer to repair the front door system.
 - 5. RecTrac Update:** Mr. Loucks reported that the RecTrac software program that is used for scheduling rooms within the Library, has been upgraded and is now functioning more efficiently.
- E. Staff Activities**
- 1. Employee Update:** Mr. Loucks informed the Board of the four newest Library employees; Bryce Francis, Programming and Outreach Librarian, Aubrey Harrington, Part Time Library Aide, Lydia Meeks, Part Time Library Aide, and Kadija Ahmed, Library Aide.

2. **Committee Activities:** Allan Heindel stated that several Library employees are very involved in employee development through programs offered by the City including Vanessa Patchen who is Chair for the Hurst Way Advocacy Team.

Hannah Titony, Chair for the United Way Committee, gave a brief overview of this year's United Way Campaign. The City of Hurst raised \$14,000 this year for United Way.

V. Reports of the Committees

A. Friends of the Hurst Public Library

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

VI. Communications

- ### A. Cards, Letters and Comments:
- Jesse Loucks informed the Board of numerous positive notes and gifts of appreciation from Library patrons.

VII. Unfinished Business

None at this time.

VIII. New Business

None at this time.

IX. Informational Items

- ### A. Crafts for a Cause:
- Bryce Francis, Programming and Outreach Librarian, gave a brief overview of the Crafts for a Cause program where Library patrons made fleece blankets to donate to the Animal Services Department and sent over twenty letters of support along with art work to military members. Two programs are planned for the Spring to make paracord bracelets to send to military members and a program to write letters of encouragement and make decorative socks for senior citizens who are living in nursing homes.
- ### B. Creative Bug Craft Database:
- Robin Swaringen, Adult Services Manager, gave a brief overview of the Library's new resource called Creative Bug Craft Database where patrons have access to step by step instructions (including videos) for creating many crafts.
- ### C. Emergency Action Plan Response:
- Jesse Loucks informed the Board of an emergency medical situation that occurred in the Computer Center. Library Staff acted according to the City's Emergency Action Plan and were able to help a Library patron who later thanked Staff for "saving his life".
- ### D. Holiday Decoration Update:
- Allan Heindel informed the Board of the major effort by the Parks Department to install Christmas decorations throughout the

- E. City. He also mentioned the efforts of Library Staff in decorating the Library and Lobby for the holidays.
- F. **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 five video recordings completed. Photo sessions for the next interviews will occur in January.
- G. **Heritage Village Presents:** Kyle Gordon gave a brief overview of the Heritage Village Presents events including Movie in the Park (*Coco*) on November 2nd that was held indoors at the Library due to weather conditions. There were 200 in attendance. The program will continue in March 2019 with the Grand Family Picnic.
- H. **Holiday Closure:** Mr. Heindel reminded the Board Members that the Library will close at 2:00 p.m. on December 22nd and will be closed on December 24th and 25th in observance of the Christmas holiday and will be closed January 1st for the New Year’s holiday.

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 6:35 p.m.

APPROVED this the _____ day of _____, 2019.

APPROVED:

ATTEST:

CHAIRMAN

RECORDING SECRETARY