

CITY OF HURST
COUNTY OF TARRANT
STATE OF TEXAS

On the 19th day of November 2019, 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
Peggy Moore)	Members
Linda Dibley		
Gus Nixon		
Margaret Coleman		
Julie Granquist)	Alternates
Ann Teeter		
Kyle Gordon)	Executive Director of Community Services
Jesse Loucks)	Library Director
Hannah Titony)	Community Services Management Assistant
Teri Smith)	Community Services Administrative Assistant

with the following members absent: Janie Melton-Judy, 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 15, 2019 regular meeting were reviewed and approved as written.

IV. Director's Report

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

October	
Circulation.....	34,045
Number of Active Patrons.....	31,607
Volunteer Hours.....	241
Door Count.....	11,709
Electronic Usage Sessions.....	5,947
Page Views.....	5,730
Net Revenue	\$ 1,749
Children's Programming.....	1,283
Adult Programming.....	1,163

- B. **Program & Events Report for October:** The Program & Events Report for October was distributed to the Board. Jesse Loucks reviewed the report. Pictures of the events were displayed.
- C. **Upcoming Programs and Events:** Mr. Loucks reviewed the Upcoming Programs and Events report. Pictures were displayed for the Board.

The following item was moved to the top of the Agenda:

IX. Informational Items

- A. **Program Highlight – Story Laboratory:** Miranda Hawkins, Youth Librarian, explained that the Story Laboratory program is a family program that involves a story time followed by a STEM activity, with a new theme every month. She reads a story related to that theme to the participants and then they participate in a related experiment.

IV. Director's Report (continued)

D. Works in Progress

1. **Information Desk Improvements:** Kyle Gordon informed the Board that the Library Staff is in the process of remodeling the Information Desk to match the design of the Circulation Counter. He explained that three of the four sections of the new desk have been installed and the remainder of the installation will be completed soon.
2. **HVAC Repair:** Jesse Loucks stated that Library Staff recently had an issue with the Library's heating and air conditioning unit in Program Room East. The problem has been resolved and the unit is working well.
3. **Collection Relocation:** Mr. Loucks explained that the DVDs are being relocated to utilize space saving shelving along the south wall on the main circulation floor.

E. Staff Activities

1. **Service Awards:** Jesse Loucks reported that the City-wide Service Recognition event was held last month and several Library employees received recognition for 5 and 10 years of service to the City of Hurst and special awards for exceptional performance.
2. **PLANT Conference:** Mr. Loucks informed the Board that he attended the PLANT Conference last month in Pottsboro, Texas. The conference included many different sessions and discussions that covered such topics as, responding to patron harrassment, dealing with book challenges, addressing homeless issues within your community, eSports, and general best practices.

3. **Library Support Staff Fall Meeting:** Mr. Loucks noted that Library Assistant, Michele Haynes, attended the Library Support Staff Fall Meeting that was held at the Desoto Public Library, along with other Library employees from numerous surrounding cities. The focus of the meeting was on Circulation Best Practices.

V. Reports of the Committees

A. Friends of the Hurst Public Library

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

VI. Communications

- A. **Community Comments:** Jesse Loucks informed the Board of several positive comments including a five star google review and thank you cards from Shady Oaks Elementary.
- B. **Collaborative Social Media Campaign:** Mr. Loucks noted that several Library employees participated in a collaborative social media campaign with the City's Animal Services Department promoting information regarding pet adoption.

VII. Unfinished Business

None at this time.

VIII. New Business

- A. **Officer Elections:** Kyle Gordon informed the Board that it is time to elect Chair and Vice Chair for the Library Board. Margaret Coleman made a motion to elect Betty Whiteside as Chair and Ruth Kennedy as Vice Chair. Peggy Moore seconded the motion and the vote in favor was unanimous.
- B. **Library Lighting Upgrade:** Mr. Gordon reported that the budget review for this year allows for a lighting upgrade for the Library. The project will replace 272 florescent fixtures with LED fixtures and bulbs. The new LED system will be brighter, more energy efficient, and require less maintenance. Gus Nixon made a motion to approve the project as presented. Margaret Coleman seconded the motion and the vote in favor was unanimous.

IX. Informational Items

- A. **Program Highlight – Story Laboratory:** This item was moved to the top of the Agenda.
- B. **Scholastic Literacy Partnership:** Jesse Loucks stated that the Library will be partnering with Scholastic to receive discounted books that will be utilized during the Library's Summer Reading Club program to combat "Summer Slide".

- C. Library Mobile App Update:** Mr. Loucks noted that the Library will soon have a new app through the Sirsi Dynix Blue Cloud that will be offered to Library Patrons. It is much more user friendly and easily connects to the Library's Catalog.
- D. United Way Campaign Recap:** Hannah Titony gave a recap of this year's United Way Campaign including fund raising programs such as Boo Grams, Chili Cookoff, Eat First in Hurst, and the Wrap Up with a Silent Auction. The total amount raised this year for United Way of Tarrant County is \$14,400.
- E. Heritage Village Presents:** Ms. Titony reported that the Heritage Village Presents event, Movie in the Park, was held on November 1st at the Library with 75 in attendance. She noted that the Heritage Village Presents Events will return in the Spring of 2020.
- F. December Board Meeting:** Kyle Gordon recommended canceling the December Library Board meeting. All Board Members were in agreement; therefore, the next regularly scheduled Library Board Meeting will be held on January 21, 2020.
- G. Holiday Closure:** Mr. Gordon informed the Board that the Library will close at 2:00 p.m. on November 27th and will be closed on November 28th and 29th in observance of the Thanksgiving Holiday. The Library will close at 2:00 p.m. on December 23rd and will be closed December 24th and 25th in observance of the Christmas holiday and will be closed January 1, 2020 in observance of New Year's Day.

X. Board Member and Citizen Comments

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 _____, 2020

APPROVED:

ATTEST:

CHAIR

RECORDING SECRETARY