

**Library Advisory Board  
Meeting Minutes  
August 7, 2018**

**Present:** Heather Wang  
Jill Rashdi  
Michael Bronsky  
Misty Jackson-Miller  
Steve Lavine

**Absent:** Allen Mesch  
Irma Landis  
Rama Krishnan  
Tamra Sadafsaz

**City Staff:** Libby Holtmann, Director of Libraries  
Tammy Kornis, Library Community Development & Outreach Manager  
Janet Cox, Library Technical Services Manager  
Cecily Ponce deLeon, Library Manager - Haggard Library  
Brent Bloechle, Library Manager - Davis Library  
Danita Barber, Library Manager – Parr Library  
Melissa Shadowens, Library Manager – Harrington Library  
Linda Wilson, Administrative Coordinator

**Absent:** April Hill, Library Manager – Schimelpfenig Library

Steve Lavine, Board Chair, called the regular meeting to order at 7:02PM in the Jeanette Bickley Bland Meeting Room, located in the Genealogy Area of W. O. Haggard, Jr. Library, 2501 Coit Road, Plano, Texas.

The minutes of the meeting held on May 1, 2018 were approved as written.

**Agenda Item A. Sub-Committee Reports**

Sub-committee members reported as follows:

1. Programs – this group did not meet. They have working notes, but nothing formal to present. Steve asked that they be prepared to present at the next Board meeting.
2. Circulation – Heather Wang reported that this group discussed foreign language books. Topics included whether there is a demand for foreign language books, greater popularity of adult books than children’s books, and the desire to obtain the best books written in other countries.

They also discussed emailed overdue notices. There is concern that the notices are being sent after an item is due, instead of before, and that patrons are charged fines without getting notice. Libby Holtmann stated that what she will discuss under Agenda Item E might address these concerns.

Steve asked to report back at the next meeting on categories that could use a boost in funds. Even if they cannot fit into the next budget, they could be used as talking points for advocacy.

3. Signage – Michael Bronsky met with five of the eight Council members and received positive feedback that they are in favor of the signage proposal. Libby Holtmann stated that the City is planning to include Library signage in the wayfinding project to create consistent signage citywide.

### **Agenda Item B. Ideas for Consideration**

Steve mentioned that the Friends of the Plano Library book sale last weekend was a success. It was an opportunity to talk to people about their experiences with the library and all interactions seemed to be positive. The new outreach van was on display and was a big hit. Board members can contact Steve or Michael if interested in participating with Friends' activities.

### **Agenda Item C. Approval of Updated Policy 301**

The Program Room Use Policy, 301.2 C was reviewed. Libby talked about the background of why the policy Program Room Use Policy, 301.2 C is being revised. The Library wanted to be prepared for increased use of the program rooms during election season and make sure the policy is clear on solicitation and petitioning in the libraries. The idea was to make the public aware of how they can use the space before-hand, rather than on the day of the event. Without clearly defined rules staff have to define exceptions and make judgment calls on a case-by-case basis.

Current policy:

No solicitation or exchange of money or goods may be handled on Library premises except with written approval of the Director of Libraries.

Proposed policy:

No solicitation or exchange of money or goods may be handled within Library facilities. Solicitation/petitioning inside the library of people entering or exiting the library is not allowed.

Soliciting for commercial purposes is strictly prohibited on Library property.

Concerns included:

The proposed policy might impede public access to the Library and that people would feel they are violating rules.

Community groups and volunteers need to be able to collect fees and dues and there needs to be an exception for these groups. These groups should be able to accept money to offset the cost of renting the room.

Libby will seek clarification from the City attorney.

#### **Agenda Item D. Library Strategic Plan**

Libby presented a draft version of the updated strategic plan. The Library is in year two of the strategic plan. The lead team, comprised of supervisors and managers, reviewed the initiatives and goals then went back to staff for review. The plan has changed from four initiatives to three: Community, Development, and Library Experience. The values and mission statement have remained the same, while the vision has been updated as follows: "Our vision is to be a valuable resource and partner that connects and serves our community with excellence." Programs are a major focus. Goals are still being developed and the Board will be updated once there is a final draft. Staff members have been writing impact stories as part of their monthly reports. These impact stories have tied strategic plan initiatives to the City's new organizational SERVE values (Stewardship Engaged Respectful Visionary Excellence). The Library will send these impact stories to Board members each month, along with the monthly report. These stories might serve as good talking-points with the public.

#### **Agenda Item E. Library Budget**

Libby will be presenting a request to City Council on August 18, 2018 to remove library fines as of October 1, 2018. The Library was included in a citywide fee study, which discovered that \$1 million in staff time was being used to recoup approximately \$164,000 in fees per year. Patrons will still be responsible for items that are checked out. When an item goes into overdue status, their account will be locked and will not have access to Library resources. If items are lost, patrons will still be responsible for the cost of those items.

#### **Agenda Item F. Tour of Outreach Van #morethanbooks**

After the meeting adjourned, the Board members were invited to go outside and tour the new outreach van.

**Items for future agendas:**

Sub-committee reports  
Ideas for consideration and take action as necessary  
Approval of Policy 301

The next board meeting is scheduled for Tuesday, November 6, 2018. As there was no further business, Steve Lavine adjourned the meeting at 8:28PM.

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Steve Lavine, Chair