

**Library Advisory Board
Meeting Minutes
November 6, 2018**

Present: Fred Karr
Misty Jackson-Miller
Rama Krishnan
Shari Childers
Steve Lavine
Tamra Sadafsaz

Absent: Diane Pizarro
Heather Wang
Michael Bronsky

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
Dorothy Kibler, Administrative Coordinator
Victoria Huynh, Deputy City Attorney

Steve Lavine, Board Chair, called the regular meeting to order at 7:02 PM 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 August 7, 2018 were approved as written.

Agenda Item A. Welcome New Library Advisory Board Members

Steve Lavine welcomed Fred Karr and Shari Childers to the Library Advisory Board. Mr. Karr was appointed as a Board member to replace Allen Mesch and Ms. Childers was appointed as a Board member to replace Irma Landis.

Agenda Item B. Election of Library Advisory Board Vice-Chair

Steve Lavine asked present Board members if there was interest to volunteer for the Library Advisory Board Vice-Chair position. Misty Jackson-Miller said that she would be interested. With no other nominations, Rama Krishnan seconded Ms. Jackson-Miller's

response to volunteer. Misty Jackson-Miller was elected Vice-Chair unanimously. The vote was as follows: For: 6; Opposed: 0.

Agenda Item C. Sub-Committee Reports

Sub-committee members reported as follows:

1. Circulation – Rama Krishnan reported that this sub-committee is interested in boosting circulation of Mandarin, Hindi, Spanish, and other foreign languages adult books. Janet Cox informed the Board that circulation is up from last year, with Chinese and Hindi having the highest circulation. Urdu is expected to be added to the collection this year. Some issues impacting foreign language materials: limited selection through vendors; long delivery times on materials shipping from other countries; and the condition in which materials arrive. Another consideration is the foreign language materials budget which is not increasing. The Library continues to seek supplemental funding for materials through grants.

It was asked whether an emphasis should be placed on increasing awareness of a need for donated foreign language materials. Janet Cox explained that Libraries already receive a great number of foreign language materials through donation. However, these items cannot be placed into the collection unless a record for the catalog can be located through OCLC. Often there is no record available, thereby causing these books to go to the book sale instead of into the collection.

Rama Krishnan asked if Libraries could provide a list of book titles with languages and age groups for area schools to reference. Janet Cox explained that the Library website currently contains a link for Chinese language materials in the new material section where additional language lists can be added. The Circulation Sub-Committee will identify interested schools and teachers.

2. Programs – Misty Jackson-Miller reported that primary areas of focus for this sub-committee include STEAM, Early Childhood Development, Seniors, and Workforce Development. Senior geared programs of note were outlined, including Connecting Through Creativity presented by the Alzheimer's Association; The Salons series; and Job Interviews that Wow presented by the elder Financial Safety Center. Tammy Korn's noted that the Library also has a monthly article in SAGE, the City of Plano's newsletter targeted toward Seniors. Additionally, the Library is seeking opportunities to collaborate with Sam Johnson Recreation Center for Adults 50+.

With the Programs Sub-Committee seeking additional members, Shari Childers volunteered to join the Programs Sub-Committee.

Agenda Item D. Ideas for Consideration and Take Action as Necessary

No new ideas were presented.

Victoria Huynh advised that *Ideas for Consideration and Take Action as Necessary* should fall under the *Items for Future Agendas* portion of regular meetings. Any ideas brought forth will then be placed on the next regular meeting's agenda for review.

Agenda Item E. Approval of Updated Policy 301

The *Program Room Use Policy*, renamed *Library Room Rental Policy*, was reviewed.

301.2 C Current policy:

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

301.2 C Proposed policy:

C. Soliciting for commercial or fundraising purposes is strictly prohibited on library premises.

301.4 O, P, Q - new

O. Sale of materials pursuant to Resolution 89-6-16 are exempt from this policy.

P. Programs must be contained inside of the room reserved. Petitioning of people entering or exiting the library is not allowed.

Q. Promotional signage for a program may be placed on the meeting room door at the time of the event. All other directional signage will be displayed under the supervision of library staff.

With modifications addressing concerns expressed by the Board during prior meetings, Steve Lavine moved to approve Policy 301 as presented. Tamara Sadafsaz seconded the motion. The vote carried unanimously with the vote being: For 6; Opposed: 0.

Agenda Item F. Library Advisory Board Manual Updates

Board members were given updated information for their Reference Manuals: Library Advisory Board 2019 Meeting Dates; 2019 Calendar; Library Advisory Board October 2018 Roster; Plano Public Library Organizational Charts; and Plano Public Library Frequently Asked Questions.

Agenda Item G. Library Partnerships

Tammy Korns, Library Community Development & Outreach Manager, presented an overview of beneficial partnerships the Library has with organizations within the community and with other City departments. Different types of partnerships were identified, including: Reciprocating Partnerships; Programs Partnerships; Corporate Partnerships; City of Plano Departmental Partnerships; and Funding Partners.

The next Board meeting is scheduled for Tuesday, February 5, 2019. No topics were suggested for future agendas. As there was no further business, Steve Lavine adjourned the meeting at 8:00 PM.

Steve Lavine, Chair