

**Carrollton Public Library Advisory Board
Meeting Minutes for
Monday, November 09, 2015**

Attending Connie Stewart, Chair
 Donna Manchester, Vice Chair
 Amber Lasseigne
 Amy Burgoyne
 Candace Morgan
 Dan Huehn
 Curtis Claypool
 Pat Cochran

Absent: Gretchen Biery
 James Lawrence, Council Liaison

Staff: Sue Haas, Library Director
 Terri Allison, Branch Manager, Josey Ranch Lake Library
 Krystle Nelinson, City Secretary

Visitors: None

MEETING MINUTES

Welcome & Introductions

Chair, Connie Stewart called the meeting to order at 6:32 p.m. Introductions were made for the benefit of the newly appointed board members. Sue Haas noted that new appointee, Gretchen Biery had a prescheduled trip out of town and that Council Liaison, James Lawrence had called and was unable to travel from downtown due to DART issue.

Execution of Oath

Krystle Nelinson, City Secretary conducted the oath of office to the newly appointed board members: Amber Lasseigne, Curtis Claypool and Candace Morgan.

Approval of Minutes

Connie Stewart, Chair asked if there were any corrections to the September 14, 2015 meeting minutes. As there were no changes, she asked for a motion to approve the minutes. Donna Manchester, Vice Chair made the motion to approve the minutes and Amy Burgoyne seconded the motion.

Nomination and Election of Officers

Sue Haas, Library Director explained that according to the board's by-laws, the November meeting is the time to elect officers. Both Connie Stewart and Donna Manchester expressed interest in remaining in their current positions. Amy Burgoyne expressed interest in serving as Secretary. Connie Stewart nominated Donna Manchester for Vice Chair and Donna Manchester nominated Connie Stewart for Chair. The slate of officers was unanimously approved.

Technology Update

- Sue Haas reported that online fine payment is now available as part of the Library's new ILS software. She showed an image/photo of a Self Check unit monitor screen that demonstrated what customers see displayed when they use a self-check unit. Customers view a message on the screen at check in or check out that they owe a fine and the amount. This new feature has resulted in many more fine payments resolved quickly.
- Director Haas provided background on the Library's introduction in March 2015 of digital magazines called *Zinio*. Since that time the checkout/circulation has been relatively less than expected in the eight months of service. She explained that since we were reserving access for Carrollton and Denton County residents, gaining access requires an additional step where the user must access *Zinio* through their online library account. Library management believes that if access could be streamlined, the usage might increase. Technical staff and library management will look into whether streamlining is possible. Sue Haas shared that the service is part to the Library's Digital Branch and is available 24/7 with the idea that not all residents have the time to read magazines in the Library every month. The *Zinio* annual subscription is 10K and was approved by City Council. Sue said that should the digital magazines be discontinued, the Library is also considering an eBook service for children called *Book Flicks*. Amy Burgoyne stated that *Book Flicks* would support the Library's mission of developing children's literacy. Dan Huehn commented that the magazine *The Economist* is heavily read in the library as evidenced by its worn cover, but does not appear to have the same popularity as a digital magazine. Donna Manchester raised the awareness that many individuals have personal magazine subscriptions at home. The digital magazine topic will be brought back for Board comment at the March meeting.

Information Sharing and Update

- Director Haas reported that the Library had a semi-annual Managed Competition Review with Competition Director Tom Guilfooy and ACM Erin Rinehart on October 22. She shared a memo noting the accomplishments and major initiatives in progress.

Announcements

- 3M Cloud eBook Library was purchased by a European company, Bibliotheca. No changes to the Library's service have been announced at this time.

- Pocket Library: Pat Cochran asked what the difference is between the Pocket Library and the *Little Free Public Library*. Sue Haas replied that the Free Little Library is an organization that promotes a free book exchange typically in small cabinet enclosures in a homeowner's yard or in our case, there is a small glass front cabinet mounted on the wall outside the *Ten of Arts/C2 coffee* shop in downtown Carrollton. ***The Pocket Library*** is different in that it is sponsored by the City/Library and the books are meant to be read and enjoyed while visiting the downtown square and left on the book cart when finished. Amber Lasseigne suggested holiday books be placed on the Pocket Library cart. Sue will look into selecting and ordering some holiday titles and asked the board to continue to recommend titles they think might be of interest.
- Update on Concern using Google Chrome Browser: At the November meeting, outgoing Library Advisory Board member Carol Gathings shared her concern about a message she received when using Chrome to access the City website. Sue reported that there was no security breach per IT staff. She said the message had to do with a video on the website needing the updated version of a plug-in and this is resolved.
- Sue announced that the Fall Festival for children and families was enjoyed by 623 participants.
- The Library's annual 'Books for Treats' was also popular. The books that serve as the treats are left over from the summer reading program and are funded by the Friends of the Library.
- Connie Stewart, Chair commented that the CIPAC's next meeting is in January.

Adjourn:

The next meeting is scheduled for 6:30 p.m., Monday, January 4, 2016, in the conference room at Josey Ranch Lake Library.

Pat Cochran made the motion to adjourn and Dan Huehn seconded the motion. There being no further business the meeting adjourned at 7:32 p.m.

Minutes respectfully submitted by:

Sue Haas, Library Director

Connie Stewart, Chairperson