

**Carrollton Public Library Advisory Board**  
**Meeting Minutes for**  
**Monday, January 25, 2016**

**Attending:** Connie Stewart, Chair  
Donna Manchester, Vice-Chair  
Amy Burgoyne, Secretary  
Pat Cochran  
Dan Huehn  
Amber Lasseigne  
Gretchen Biery  
Curtis Claypool

**Absent:** Candace Morgan notified Sue Haas earlier that she would be out of town.

**Staff:** Sue Haas, Library Director  
Lynette Jones, Branch Manager, Hebron & Josey Library  
Terri Allison, Branch Manager, Josey Ranch Lake Library  
Tom Rice, Systems Supervisor

**Council Liaison:** James Lawrence

**Visitors:** none

**MEETING MINUTES**

**Approval of Minutes**

Chair Connie Stewart called the meeting to order at 6:35 p.m. She asked if there were any corrections to the November 9, 2015 minutes. With the notation of correcting a typo and there being no further changes, Donna Manchester made the motion to approve the minutes. Curtis Claypool seconded the motion.

**Technology Update**

❖ **Coming Soon: New Sierra Online Catalog Enhancements**

Sue Haas, Director, provided a brief history of the new ILS, Sierra (Library software and catalog) and introduced tonight's presentation from Tom Rice on the enhancements.

Tom shared that in library terms, the presentation highlights what is called a discovery layer. For instance, when a customer searches for a topic in the online catalog, they can opt to include books and also full text articles from magazines and journals. These articles in many cases are in a pdf or html format and can be read online, printed; or saved. This is a powerful tool to find out all the information that the library offers on a topic in one place. Sue shared that it is especially valuable to demonstrate to students how to pursue research information. When students enter college, they have already become familiar with online research databases.

Tom Rice shared that this discovery enhancement will go live on February 15, after some updates are installed. Tom also explained what is called *Reading History* within the patron's record in Sierra. He shared that a customer can preserve their place in the holds queue while they go on vacation etc. by *freezing* their hold item. When they return, they must *unfreeze* their hold for it to be active to fill again when it is their turn in the queue.

Amy Burgoyne, Secretary, asked if it was just as easy to cancel a hold with the new enhancements. Tom replied there is no change in the ability/ease to cancel one's holds.

❖ **Digital Magazine Update**

Sue shared that the library management team has reviewed our customers' use of digital magazines since the last board meeting in November; and approximately 50 new customers have created accounts. The current strategy is to renew the agreement with Zinio/Recorded Books for another year. Marketing efforts will be stepped up and new venues tried. Sue shared that a new digital magazine product called Flipster is under consideration for the future. It is produced specifically for the public library marketplace by EBSCO, a vendor that serves as a jobber for print magazines. EBSCO has plans to offer Flipster magazines via an app which might prove easier for customers to access new magazines. This feature in Flipster is still in development. Sue and Councilmember Lawrence expressed appreciation for the Board's support for this growing service.

### **Educational Briefing**

❖ **Confidentiality of Library Records**

Lynette Jones, Library Branch Manager, presented a short PowerPoint and led discussion on confidentiality of library account records. The records are protected by the Public Information Act. It was noted that when a customer returns checked out items, the cardholder's account does not show past items that were checked out because the transaction record is deleted by the ILS. There is a feature in the ILS where card holders can select and opt to turn on their *Reading History* for their own benefit. Even so, library staff does not have access to patron's reading history.

### **Announcements**

❖ **CFBISD/City of Carrollton Intern Program**

Terri Allison, Library Branch Manager, shared CFBISD'S recognition of the Library for participation in the Internship Program. The intern is a student from Newman-Smith High School. She explained that the Intern spends three afternoons or 9 hours each week at the Josey Ranch Lake library. The internship provides work experience and exposure to working in a library and in a department of the City. Sue recognized Terri for her leadership in mentoring and providing the development plan for the interns.

Two major changes will be effective Monday, February 1, 2016:

1. Maximum holds for established patrons (those whose accounts are over six months old) will increase from 10 holds per card to 20 holds per library card. New patrons

that have had their card/account for less than six months will remain authorized to place 5 holds at a time. This change was made as a result of customer feedback; and as part of our overall Sierra/Encore upgrade experience.

2. Maximum holds for eBooks will increase from 5 to 10 holds per account.

❖ **Young Adults – Game Night**

Sue noted that teen librarian; Celadon James has planned a new program of a Game Night for young adults in their 20's. The announcement and description will be included in *Leisure Connections*. Councilmember Lawrence recommended that the Library work with Marketing Services to create posters for placement at the DART rail stations.

❖ **AARP Tax Assistance**

Terri Allison, Library Branch Manager, mentioned AARP Tax Assistance will be offered at both Libraries. Due to voting going on in the meeting rooms, dates and room locations have changed.

**Adjourn:**

After discussion, the next meeting is scheduled for Monday, March 14, 2015, at 6:30 pm at Josey Ranch Lake Library. The room will have to be announced later.

Donna Manchester, Vice Chair, made the motion to adjourn, and Gretchen Biery seconded the motion. There being no further business the meeting adjourned at 7:40 p.m., on January 25, 2016.

Minutes respectfully submitted by:

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Sue Haas, Library Director

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Connie Stewart, Chairperson