

**Carrollton Public Library Board
Minutes for July 08, 2019**

Members Present:

Amber Lasseigne, Chair
Isam Abousaid
Janet Koslovsky
Juanita Mallory
Rajiv Shenoy
Jessica Hernandez
Deborah Armstrong, V. Chair

Members Absent:

Karim Ali
Elizabeth Blake-Hedges

Visitors:

Cindy Walsworth

Staff Present:

Pat Cochran, Council Liaison
Jonathan Scheu, Library Dir.
Kelly Burns, Youth Svcs. Sup.
Tom Rice, Lib. Systems Sup.

Meeting Minutes

1. **Call to Order** – Chairperson, Amber Lasseigne, called the meeting to order at 6:33 p.m. Deborah Armstrong made the motion. Seconded by Isam Abousaid.
2. **Swearing In New Member** – Amber Lasseigne explained that new Board Member, Karim Ali could not attend the night's meeting and would be sworn in at the next Library Board meeting on October 7, 2019.
3. **Approval of Minutes** – The April 01, 2019 meeting minutes were approved as submitted. Motion made by Deborah Armstrong and seconded by Rajiv Shenoy. The motion passed unanimously.
4. **Library Feedback Update** – Library Director, Jonathan Scheu, provided a brief update of the Library's efforts to increase feedback since the last Board meeting. First, the Library 'Contact Us' website has been updated to include a general feedback form. Comments will be shared with the Board as they are received. Additionally, the City is working on rolling out official email addresses for all Board members sometime in the future. Finally, the Library Board will be asked to provide content and direction for the updated Community Survey at October's meeting.
5. **Library Board Goals & Objectives** – Jonathan Scheu proposed that much of the Board's previous discussions on Library Feedback could be better applied to Board Goals & Objectives. The Board agreed that a set of written goals would be helpful for maintaining direction and educating new members.

Staff presented a working draft of Goals & Objectives inspired by examples from Plano, Coppell, and Arlington Library Boards. Main goals included being a library advocate, representing the community, and participating in the creation and implementation of the Library's Strategic Business Plan.

Discussion followed on interactions with the Friends of the Library, Business Plan feedback, publically representing the Board, and volunteer opportunities at library programs. The Board was asked to further deliberate and provide specific suggestions for final adoption in October.

6. **Library Membership & Service Levels Discussion** – Jonathan Scheu presented benchmarking results for various library membership and service levels. Of note, Carrollton Public Library does not currently charge membership fees for anyone, regardless of residency. This is in contrast to 76% of 17 area benchmark cities that do charge fees for Non-Residents. Additionally, several neighboring libraries (Dallas, Plano, Coppell, and Irving) have recently eliminated overdue fines as a way to encourage library usage. This is a relatively new trend in the area and has so far been adopted by 41% of 17 benchmarks. The Board was asked to provide feedback on the potential service changes for staff to further research and consider.

The Board was generally positive towards implementing a Non-Resident fee but questioned how it would affect library programming and circulation use. Several Board members expressed concerns that removing overdue fines would reduce personal responsibility and negatively affect holds and material availability. Visitor, Cindy Walsworth, advocated for getting rid of overdue fines and pointed out that part of the initiative would include freezing accounts after a certain time period has passed as an incentive to returning materials on time. Additional concerns were expressed about auto-renewal components and the current limitations of library notifications. Staff will reach out to benchmarked libraries who recently implemented proposed services and seek additional information on projected trends, impacts on operations, and implementation expectations.

Library staff is preparing for future Council meetings that will address various aspects of Memberships and Service Levels. Library Board feedback will be incorporated into those discussions. This item will be brought back to the Library Board meeting on October 7 for follow-up information and additional feedback.

7. **Summer Reading Program Update** – Youth Services Supervisor, Kelly Burns, provided an update on the Summer Reading Program. Both registrations and participation are up from last year. This year, participation is tracked 100% in the ReadSquared app and focuses on minutes logged. Library staff is in the process of planning for the end of summer reading party which was originally to be held at the Rosemeade Rainforest and has been relocated to the Hebron and Josey Library. Volunteers are needed and can contact the library for more information. A brief discussion was held regarding future prize difficulty levels and program marketing.
8. **Possible Topics for Future Discussion** – Amber Lasseigne opened discussion for future board topics. No new topics were discussed. Board members were encouraged to communicate new ideas that occur outside of meetings to Amber Lasseigne or Jonathan Scheu. This item will be carried over to October's agenda for further discussion.

9. **Staff Reports** – Jonathan Scheu presented the Library Dashboard reports for March 2019, April 2019, and May 2019.

Kelly Burns gave an update on efforts to fill several Library staffing positions including the hiring of a new Part-Time Library Tech in Adult Services and a Part-Time Access Services clerk.

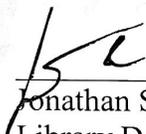
Kelly also highlighted several upcoming adult programs including genealogy and artistic classes. Additionally, the library will be hosting the College and Continuing Education Fair and a Health and Wellness Fair this fall. The inaugural C-Con event in May had over 300 people attend.

10. **Adjourn** – Isam Abousaid made a motion to adjourn and Deborah Armstrong seconded it. The meeting was adjourned at 8:04 p.m. The next meeting will be on October 7, 2019.

Respectfully submitted,



Amber Lasseigne,
Chairperson


Jonathan Scheu,
Library Director