

## Carrollton Public Library Board Minutes for October 21, 2019

**Members Present:**

Amber Lasseigne, Chair  
Isam Abousaid  
Juanita Mallory  
Elizabeth Blake-Hedges  
Deborah Armstrong, V. Chair

**Members Absent:**

Karim Ali  
Rajiv Shenoy  
Janet Koslovsky  
Jessica Hernandez

**Visitors:**

Pat Cochran, Council Observer  
Gloria Woods

**Staff Present:**

Jonathan Scheu, Library Dir.  
Rachel Young, Branch Mgr.  
Lynette Jones, Branch Mgr.

### Meeting Minutes

1. **Call to Order** – Chairperson, Amber Lasseigne, called the meeting to order at 6:31 p.m.
2. **Approval of Minutes** – The July 08, 2019 meeting minutes were approved as submitted. Motion made by Deborah Armstrong and seconded by Isam Abousaid. The motion passed unanimously.
3. **Library Board Goals & Objectives Recommendation** – Jonathan Scheu presented a final draft of Goals & Objectives for the Library Board’s consideration and adoption. Main goals included being a library advocate, representing the community, and participating in the creation and implementation of the Library’s Strategic Business Plan.

Jonathan confirmed that advocacy on behalf of the Friends of the Library was included the final version. Motion to adopt the Library Board Goals & Objectives was made by Elizabeth Blake-Hedges and seconded by Juanita Mallory. The motion passed unanimously.

4. **Library Membership & Service Levels Update and Discussion** – Jonathan Scheu presented the requested follow-up information from benchmarked libraries who recently implemented Non-Resident or Fine-Free services. Budget and holds availability was not noticeably impacted in any responding library. The feedback regarding other potentially unexpected negative operational impacts was minimal or unnoticed in all benchmark libraries.

The Board had no pressing objections to implementing a Non-Resident fee and instead focused the discussion on possible impacts of going Fine-Free. Personal responsibility continued to be a point of concern. Jonathan highlighted that other libraries that have implemented Fine-Free will freeze accounts after a certain time period has passed as an incentive to returning materials on time. The Board discussed the potential benefit of going Fine-Free and its effect of easing access and availability to library services.

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 January 6 for follow-up information and additional feedback.

5. **Community Survey Questions Discussion** – Branch Manager, Rachel Young, presented the staff proposed questions for the Community Survey in 2020. The questions focus on usage of library resources and services. The Board agreed with the content and direction of the survey questions. Discussion followed regarding the Survey implementation and included the possibility of a subscribe or opt in feature, methods for Library Board members to help get the word out, and targeted surveys for schools and daycares.
6. **Fall and Winter Program Highlight** – Rachel Young highlighted programs going on at the libraries in Fall and Winter. Of special note, the Library Fall Festival will take place on Friday, October 25, 2019 and the Yule Ball will be on Friday, January 3, 2020. Volunteers are needed and can contact the library for more information.
7. **Possible Topics for Future Discussion** – Amber Lasseigne opened discussion for future board topics. Topics of interest included a legal update on open meeting requirement changes, a briefing on how the library uses volunteers, continuing the discussions of Non-Resident Fees and going Fine-Free, the 2020 Strategic Business Plan update, a Summer Reading Program recap, future meeting dates, and 2020 officer elections.

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 January's agenda for further discussion.

8. **Staff Reports** – Jonathan Scheu explained that updated Performance Dashboards were currently unavailable but would be provided at January's meeting.

Branch Manager, Lynette Jones, 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 Part-Time Access Services clerks.

9. **Adjourn** – Isam Abousaid made a motion to adjourn and Deborah Armstrong seconded it. The meeting was adjourned at 7:50 p.m. The next meeting will be on January 6, 2020.

Respectfully submitted,



Amber Lasseigne,  
Chairperson

  
Jonathan Scheu,  
Library Director