

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 18<sup>th</sup> day of October, 2011, at 6:00 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present to-wit:

Betty Whiteside	)	Chair
Janie Melton-Judy	)	Members
Lou Farris		
Lou Dodson		
Peggy Moore		
Ruth Ann Kennedy		
Joyce Davis		
Sameena Karmally	)	Alternate
Allan Heindel	)	Deputy City Manager
Susan Andrews	)	City Librarian
Malaika Marion	)	Assistant to the Deputy City Manager
Teri Smith	)	Administrative Assistant

with the following members absent to wit: Gary Johnson, constituting a quorum, at which time the following business was transacted.

**I. Call to Order**

Chair Betty Whiteside, called the meeting to order at 6:03 p.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the September 20, 2011 regular meeting were reviewed and approved as written.

At the request of staff, the following item was moved to the top of the agenda:

**IX. Informational Items**

**A. Library Volunteer Program Update:** Allan Heindel stated that since opening, the Library Volunteer Program participation has increased significantly. He explained that Vanessa Patchen, Assistant Circulation Librarian, oversees the

program and introduced her to the Board. Ms. Patchen explained that the library currently has a great group of volunteers who support a variety of areas within the library. She noted that the program has increased dramatically. In 2009 the number of volunteers and hours had decreased due to the age of the volunteers, resulting in many of them retiring; however, there was an increase from 2009-2010 to 2010-2011. Ms. Patchen highlighted volunteer positions statistics and explained that there will continue to be new volunteer positions in the future. Betty Whiteside asked how citizens could gain information about how to volunteer. Ms. Patchen responded that there is information available on the City website. Malaika Marion added that there is an informational section in the *Where We Live* magazine. Allan Heindel noted that a Volunteers in Action Banquet is held every year in appreciation of all volunteers.

#### IV. Librarian's Report

- A. Statistical Reports for September:** The Library Statistical Report for September was distributed to the Board. Susan Andrews reviewed the report.

<u>September</u>	
Circulation.....	33,363
Number of Active Patrons.....	33,470
Volunteer Hours.....	203
Door Count.....	13,695
Electronic Usage Sessions.....	4,309
Page Views.....	7,176
Net Revenue.....	\$3,774
Children's Programming.....	501
Adult Programming.....	490
Adult Education Programming.....	N/A

Ms. Andrews reported that the increase is a reflection of the library services that the Library offers to all generations.

- B. Program & Event Report for September:** The Program & Event Report for September was distributed to the Board. Susan Andrews reviewed the report.

Story Time for ages 3-6 years (Attendance for 13 programs: 175)

Toddler Time for ages 12-36 months (Attendance for 7 programs: 280)

Chess Club (Attendance for 3 programs: 12)

Chapter Chats (Attendance: 15)

Anime (Attendance: 15)

Teen Talk (Attendance: 4)

Family Story and Craft (Attendance: 34)  
*I'm the Biggest Thing in the Ocean*

Noon Masterworks (Attendance: 37)  
*KeAnnueue*

Brown Bag Book Club (Attendance: 6)

Texas Geocaching Association Event (Attendance: 147)

3 Fools on 3 Stools Outdoor Masterworks (Attendance: 112)

Pictures of all events were displayed for the Board.

- C. Upcoming Events:** The Upcoming Programs and Events report was reviewed by Susan Andrews. Pictures were displayed for the Board.

Teen Talk

*Heist Society by Ally Carter*

Thursday, November 10, 7:00 – 8:00 p.m.

Anime Club

Thursday, November 3, 6:00 – 8:00 p.m.

Brown Bag Book Club

*Empire of the Summer Moon*

Thursday, November 3, Noon

Chapter Chats

*Dying to Meet You: 43 Old Cemetery Road*

Tuesday, November 8, 7:00 p.m.

Evening Masterworks

*E Flat Porch Band*

Thursday, October 27, 7:00 p.m.

Evening Masterworks

*Philharmonic Winds Quintet*

Thursday, November 17, 7:00 p.m.

Toddler Time

Ages 12-36 months

Mondays and Thursdays, 10:00 -10:30 a.m.

Story Time

Ages 3-6

Tuesdays and Wednesdays, 10:45 – 11:15 a.m.

Chess Club

For elementary ages and up

Mondays, 4:00 – 5:00 p.m.

**D. Works in Progress**

- 1. Library Project Punch List:** Allan Heindel stated that the ceiling lighting fixtures in the large program room were incorrectly installed. The architect, contractor and manufacturer met and developed an excellent solution that is very effective for this room.

**E. Staff Activities**

- 1. Regional Reference Meeting:** Susan Andrews stated that the Library hosted the Regional Reference Network meeting with 9 libraries and 14 representatives attending.

**V. Reports of the Committees****A. North Texas Library Partners**

None at this time.

**B. Friends of the Hurst Library**

1. **Book Sale and Friend's Café Update:** Susan Andrews reported that the Friends Café cumulative total is \$1,352 and the book consignment total is \$3,665.

**VI. Communications**

- A. **Fax and Notary Services:** Susan Andrews stated that there was a recent value added service to the Library offering fax and notary service to Library patrons. She distributed a flyer to the Board and Staff and noted that there were 573 active users on the Library's face book page, allowing the Library to advertise these services.

**VII. Unfinished Business**

None at this time.

**VIII. New Business**

None at this time.

**IX. Informational Items****A. Library Volunteer Program Update**

Moved to the top of the Agenda.

- B. **Library Entrance Improvements:** Allan Heindel stated that with the addition of decorative lighting, the structural improvements have been completed. The canopy roofing is almost finished; completion should occur in November prior to the Library Patron Appreciation event.

- C. **Other Library Improvements:** Mr. Heindel noted that the architect presented a very good idea for an acoustical panel for the program room. The broken glass book drop canopy is being replaced with a stainless steel panel. He also explained that the drought took a large inventory of landscaping this summer and this will be replaced in the next two months.

- D. **Intra-City Collaboration:** Mr. Heindel stated that the City departments are very good at working on collaborative efforts. One of these efforts was featuring the City's Animal Control Department's promotion, Responsible Dog Owners

campaign at the Library. Susan Andrews informed the Board that the Library featured different dogs' photos at the information desk and collected pet food for the animal shelter. Adoptions were up for the month and two people who heard about the campaign at the Library went to the shelter in person and gave cash donations.

**X. Board Member and Citizen Comments**

None at this time.

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair, Betty Whiteside, at 6:55 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY