



HALTOM CITY PUBLIC LIBRARY

4809 Haltom Road
Haltom City, TX 76117

**MINUTES OF MEETING
HALTOM CITY PUBLIC LIBRARY BOARD
August 25, 2009
6:00 p.m., Library Board Room**

The Haltom City Public Library Board held its August regular meeting on Tuesday, August 25, 2009 in the Haltom City Public Library Board Room, 4809 Haltom Road, Haltom City, with the following members present:

Rexanne Grove, Chair
Bette Bronstad
Travis Royal
Loretta DuBois
Patsy Sullivan
Bonnie Richards

Absent: Jeri Moore
Gaye Lynn Kuhn

Also Present: Tom Muir, City Manager, City of Haltom City
Carl Grassl, City Council, Place 1
Anthony Reed, City Council, Place 2
Lesly M. Smith, Library Services Director
Rina F. Aragon, Administrative Secretary, Library

CALL TO ORDER:

Library Board Chair Rexanne Grove called the meeting to order at 6:14 p.m.

ACKNOWLEDGEMENT OF VISITORS:

Chairman of the Board Rexanne Grove acknowledged the presence of City Council members Carl Grassl, Place 1, and Anthony Reed, Place 2.

ITEMS OF ORDER:

1. Approval of Minutes

Loretta DuBois made a motion that the Library Board approve the minutes of their July regular meeting held on July 25, 2009 with corrections. Travis Royal seconded the motion. The motion carried unanimously.

OLD BUSINESS:

2. Monthly Reports for July 2009

The Library Board reviewed the statistical report for July 2009. The numbers of library programs and attendees were adjusted to take into consideration what was discussed in the July meeting. Adjustments were made to the library program statistics starting January 2009.

Library Director Services Lesly Smith reported on the following:

- Starting September 2009 announcements may be made without appearing on the agenda as long as no action is required or taken. Lesly Smith handed copies of Legislative act, Sec. 551.0415 of Chapter 551, Government Code which stated "*...a quorum of the governing body of a municipality may receive from municipal staff and a member of the government body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report*". This will take effect in September 2009.
- "Lonesome Hank", the library musical card catalog, is on tour. Lonesome Hank is now at the Corsicana Public Library. "He" was at the Irving Public Library.
- To commemorate the 40th anniversary of the moon landing, "Family Space Day" will be held in the library on Saturday, September 12th. There will be experiments and hands-on activities for children of all ages.
- The library is planning to hold basic computer training for adults, to be conducted by Paul Berwick, IT staff. Training will be held before the library opens to the public.
- Lesly Smith announced a partnership with the Texas Workforce Commission. Two workshops will be conducted by the TWC staff. One will be on resume writing and the other on interviewing techniques.

- Lesly Smith met with a group of local authors recently, two of whom won the 10th Texas Writing Contest. They plan to have a local authors' events in the library to promote writing and reading during the National Library Week.
- The library will soon have an electronic sign similar to that of the Recreation Center. Bids from vendors have been received. The cost will come from the contingency fund and the library donation fund.
- Two more security cameras have been installed in the library foyer. The first camera is located outside at the southeast side of the building. The library has been fortunate to have acquired, through the contingency funds, 3 cameras, 10 wooden reading chairs, a drive-in window shutter, automatic doors, thumb locks and electrical wiring.
- The library has been accredited by the Texas State Library & Archives Commission and will be a fully qualified member of the Texas Library System for State Fiscal Year 2010 (September 1, 2009 through August 31, 2010).

3. Building Issues

The contractor and sub-contractors have been responsive to the library staff calls about building problems. Most of the problems have been resolved within the warranty period. There still are lighting issues to be resolved.

4. Library Policy Manual

Patsy Sullivan made a motion that the Library Board approve the *Bulletin Board Policy* and the *Distribution of Literature, Petitioning and Solicitation Policy* as corrected. Travis Royal seconded the motion. The motion carried unanimously. Lesly Smith will send these policies to the City Attorney for review.

5. Adult Programming Items

Bonnie Richards made a motion to table agenda items no. 5, Adult Programming Items, and no. 6, Haltom City Public Library Arts Committee until next meeting. Travis Royal seconded. The motion carried unanimously.

6. Haltom City Public Library Arts Committee

Tabled for next meeting.

7. Library Donation Budget

The FY 2008-2009 funds from the library donation budget will help supplement the budgets for books, audio visuals and supplies categories. Additional funding for books and audio visuals for BY 2009-2010 will also be provided.

City Manager Tom Muir reported that the City Council approved funding from the city reserve fund for off-duty police officers for after school hours.

The City Manager explained to the Library Board that the city is financially good. There are no layoffs planned at the present. He explained that due to budget reduction (5% for 2009 and 4% for 2010) the library donation fund would supplement the materials budget (books and audiovisual). He also answered questions on the Belknap project, property taxes, sales taxes, etc.

NEW BUSINESS:

8. First Anniversary of New Library Building

The grand opening to the public of the new building was held on September 6, 2008. The Library Board would like to celebrate the first anniversary with the following suggestions: film/tour of the library with a script, banner, light refreshments, bookmarks, etc.

Chairman Rexanne Grove appointed a committee to take care of the preparation for the first anniversary. Rexanne Grove, Bonnie Richards and Patsy Sullivan will serve on the committee.

9. Long-Range Plan

Bonnie Richard made a motion to table agenda item 9, Long-Range Plan for next meeting. Travis Royal seconded the motion. The motion carried unanimously.

10. Plans for Next Meeting's Agenda

Tabled agenda items:

- Adult Programming Items
- Haltom City Public Library Arts Committee
- Long-Range Plan (Materials Collection Section)

Policy revisions

Regular agenda items (approval of minutes, monthly reports, etc.)

11. Excused Absences of Library Board Members

Patsy Sullivan made a motion to excuse Jeri Moore, who has a teacher's training class, for being absent at tonight's meeting. Loretta DuBois seconded the motion. The motion carried unanimously. The Library Board tabled to excuse Gaye Lynn Kuhn until we hear from her.

(Note: After the meeting, Rina Aragon, Library Administrative Secretary, checked her phone messages. Gaye Lynn Kuhn called at 7:30 p.m. She expressed regrets for not calling earlier. She was unable to come to the meeting because of another school activity.)

ANNOUNCEMENTS/CORRESPONDENCE:

Comment cards from the public have been given the Library Board.

NEXT MEETING DATE

September 22, 2009.

ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

Respectfully submitted:

Bonnie Richards
Secretary, Haltom City Public Library.