Call to Order:
The meeting was called to order by Judith Hannan at 5:45 PM.

Item 1 - Approval of Minutes: Michael Gregory made a motion to approve the September 23, 2019 minutes. Kaye Hickox seconded the motion. The minutes were approved unanimously.

Item 2 – Citizen Comments on Items Listed on the Agenda: No citizens present.

Item 3 - President’s Report:
- Judith Hannan stated that the pothole in the Valley Ranch parking lot is still there. Cary Siegfried will contact the Deputy City Manager of Public Works for a follow up.
- The option of moving the November and December meetings due to holidays was discussed. It was decided to hold the November meeting on the normal date, November 25, and the new board will discuss moving the December meeting next month.


Item 5- Friends of the Library: Kaye Hickox reported the following:
Volunteer and membership activity
- 32 donors contributed to the Friends during the North Texas Giving Day with a total of $2286. Most of the donors chose to cover the cost of the credit card transaction fee. The final amount will be reported in November with a possible bonus.
- Judy Pierson was added to the Board, leaving one vacancy to be filled.
Fund raising
- The last Saturday sale at Valley Ranch will be in December. Lack of storage space and volunteer time leads to this decision, but sales from the free-standing carts remain worthwhile.

Upcoming events
- The fall/holiday Saturday sale will be November 16th from 10 a.m.-3 p.m.
- The Irving ISD librarians have postponed a tour of the warehouse. Hopefully a tour can be arranged for January.

Item 6 – Presentation of Strategic Facility Plan: Cary Siegfried presented the following:
- Cary handed out copies of the Strategic Facilities Plan for the Irving Public Library to members of the board.
- The Strategic Facilities Plan is meant to set a broad strategic direction for the Irving Public Library in locating new library facilities, making operational changes to existing facilities and proposing alternative service concepts to better serve the community. The recommendations being made are:
  - To build a new 25,000 square foot library along the SH 114 corridor and the DART Orange Rail line
  - Implement RFID inventory and self-service system in all locations and an Automated Materials Handling (AMH) at Valley Ranch Library
  - Add 2-3 alternative service points throughout the city in areas outside the designated 2-mile service area
  - Refocus East Library services, within the current facility, to better meet the needs of the East Library community for adult, family and early literacy services as well as for workforce development initiatives.
  - Continue to build a stronger digital collection that complements and extends the library’s physical collection and allows for a smaller footprint for library physical collection space with library facilities and more square footage allotted to programming and “third place” functions.
- Cary went over some of the data that supported the recommendations as well as mentioned how the Goals and Strategies of the City of Irving’s Comprehensive Plan also support those recommendations.
- Cary asks that board members review the plan and bring any suggestions or feedback to the November meeting of the Library Board.

Item 7– Director’s Report and Library Operations Updates: Cary Siegfried reported the following:
- Front line staff completed training for Polaris LEAP, a user friendly web-based interface, and are now using LEAP at all library service desks. The Texas State Library Archives and Commission (TSLAC) informed the library that the reimbursement for Interlibrary Loan for this year will be $42,714.00 which will almost cover the cost for OCLC.
- There was a 10% drop in circulation at the South Library. Staff will be looking into which collections were checked out less and try to understand why this number dropped so drastically and where they might be able to improve this number. The drop in registration at South is attributed to a push for Student Card outreaches that happened
September 2018. When cards are registered offsite they are designated to the closest library. The board expressed concern on the drop in database and reference use. Cary believes this is due to changes in how those numbers are tracked, but will look into it further.

**Item 8 - Review of Public Input on Library Operations and Programs:** None

**Item 9 – Items for Future Agenda:**
- Discussion on Irving Strategic Facility Plan
- Plan for East Branch Library

**Adjournment:** Meeting adjourned at 7:06 p.m.