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November 23, 2020 Minutes
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AGENDA
Library Board
Monday, December 28, 2020 at 5:45 PM
Zoom Meeting

Members of the Library Board and the public may participate in the meeting by telephone conference or videoconference call. Sign-in via telephone or online will be from 5:15 p.m. to 5:45 pm on December 28, 2020. All participants by telephone conference or videoconference will be able to speak when called upon; however, video images of the citizen participants will not be available.

The following link will allow access online: https://zoom.us/j/96297604224

Or via telephone by dialing one of the following phone numbers:
+1 346 248 7799 OR 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)
Meeting ID: 962 9760 4224

1. Citizen Comments on Items Listed on the Agenda
2. Approval of November 23, 2020 Minutes
3. Board President’s Report
4. Council Liaison Report
5. Friends of the Library Monthly Update
   a. Volunteer and membership activity
   b. Fund raising from book sales and other activities
   c. Upcoming events
   d. Planned changes and additions
6. 2021 NEA Big Read Information Update- Corine Barberena
7. Director’s Report and Library Operations Updates
8. Review of Public Input on Library Operations and Programs
9. Items for Future Agenda

CERTIFICATION
I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time: ________________ at _________ and will remain so posted at least 72 hours before said meeting is convened.

Deputy Clerk, City Secretary’s Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body’s consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary’s Office at 972-721-2463 or Relay Texas at 7-1-1 or 1-800-735-2968.
Call to Order:
Board President, Jacqulyn Dudasko was unavoidably late for the start of the meeting and Vice President, Vidhya Seran was absent. The board asked Kevin Harbin to preside over the November meeting. The meeting was called to order by Kevin Harbin at 5:49 PM.

Item 1 – Citizen Comments on Items Listed on the Agenda: No citizens present.

Item 2 – Swearing in of the new Board Members: Christa Hinckley and Marcy Hart both read the Oath of Office and Statement of Appointed Officer and were sworn in as new board members by Rachel Bohn.

Item 3 - Approval of Minutes: Lely White made a motion to approve the October 26, 2020 minutes. Kaye Hickox seconded the motion. The minutes were approved unanimously.

Item 4 - Request for Nominations for 2020/21 Library Board officers: Kaye Hickox nominated Jacqulyn Dudasko for President. Lely White seconded the nomination. Lely White nominated Vidhya Seran as Vice President. Timothy Hester seconded the nomination.

Item 5 - Vote for 20/21 Officers: Kevin called for a vote for Jacqulyn Dudasko as President which passed unanimously. Keven called for a vote for Vidhya Seran as Vice President that also passed unanimously.

Item 6 – Board President’s Report: Jacqulyn Dudasko was not yet present. Nothing to report.

Item 7 – Council Liaison Report: Councilman Oscar Ward reported the following:
• There will be a runoff election on December 8, 2020 for the purpose of electing a Council Member to Place 3. Early Voting is open November 23-December 4. See website for times and locations: https://www.cityofirving.org/162/Election-Information
• The next fiscal year will be tough due to COVID-19. The Parks and Recreation department have already experienced a furlough of some employees. Sales tax and property tax revenue are down as well as the Hotel Tax. There was a slight increase in October due to the MLB World Series which occurred at Globe Life Field in Arlington October 20-27.
• Councilman Ward asked for an update on current library trends. Cary responded that physical circulation is down around 40%, digital circulation is up 40-50%, which brings the total circulation to about 30% less than last year’s numbers. Cary also mentioned that library users are still heavily utilizing the drive-thru and curbside services being offered. She expounded that in-house library visits are still down, however the current pace is allowing for social distancing and is helping to keep staff and customers safe.

Item 8 - Friends of the Library: Kaye Hickox reported the following:
Volunteer and Membership Activity-
• Marla Gallemore joined the board following the retirement of Birta Shubin.
Fund raising and Monetary Matters-
• Cary has given supplemental budget requests to the Friends of the Library to help support the library in 2021. These requests include:
  • Major reading programs with the SRC and Big Read
  • Makerspace grant additions at Valley Ranch and South Libraries
  • Staff development support – this item was cut in the 2020/21 budget, but hopefully this will help fill that gap.
  • Contributions to the Outreach Van project
  • Participation at the First Wednesday Sale for November and the public sale on Nov. 14 were within expectations for the times.
• The Friends want to remind the board that Amazon Smile donates 5% of all eligible purchases to the charity of your choice. See website here: https://smile.amazon.com/
Please promote the opportunity to donate to the Friends through purchasing through Amazon Smile. To help you remember to use this program consider using the Amazon Smile App. **Note:** If you have the Amazon app already on your phone, Go to Settings and Turn On Amazon Smile to start generating contributions.

Upcoming Events-
• The NTTBF continues to promote online activities and is working with the library staff to offer the Swag Shop online.

Item 9 – Report on Makerspace / Digital Creation Space: Ben Toon reported the following:
• A committee of library staff have taken steps to bring two new Makerspaces/ Digital Creation Spaces to the South Library and the Valley Ranch Library.
• Steps taken in 2019-20 by the Makerspace Project team:
  o Applied for a grant and was awarded $75,000 to put towards the Makerspace project.
  o Visited surrounding public library makerspaces such as Dallas, Arlington, Lewisville, Frisco, and North Richland Hills.
  o A survey was sent to Irving Residents which resulted in lots of useful information including the fact that 78% answered that they wish to have an expert on hand to help troubleshoot the equipment.
  o Work was started on the space at Valley Ranch which formerly housed the Java Me Up cafe. There are a few more jobs to complete to prepare the space such as additional tile work, and changing the lighting to brighten the space canceling any possible shadows. So far it has been
painted and the plumbing and the electrical work have been updated in order to fit the expected needs of the space.

- The team is planning to use the Computer Lab at South to house the Makerspace. The area is already enclosed and has enough data ports and electrical work to support the anticipated needs of patrons.

- Steps being taken in 2020-21 by the Makerspace Project team:
  - Purchasing of equipment to fill the Makerspace is underway and will include: Video & Photo editing software (South and VY), Sound Recording & Editing software (South Only), Recording Equipment (South Only), 3D printers (South and VY), Sewing Machines (South and VY), Cricut Machine (South Only), Raspberry Pi (South and VY), Laser Etcher (VY only), Wall Mounted Screen for demonstration and instructions (VY only)
  - Hire a contractor to design staff training and program curriculum.
  - Regarding the Valley Ranch Makerspace, the project team is working on how to staff the Makerspace and decide hours of operation. Since the space is not in direct view of library staff they need to work out if they will only open the space during peak times such as morning or after 6pm. Fortunately the space is already set up to ensure all equipment will be securely locked up when not in operation.

- The board expressed concern over the trickiness of some of the equipment, especially Raspberry Pi, which will be available to patrons. Ben assured them that staff assigned to the Makerspace will be trained on all equipment and software available.

- The tentative schedule is for staff to be trained on equipment beginning in January/February 2021 and the spaces will have a soft opening in April 2021.

- Cary suggested that the board be given a tour of one of the Makerspaces once face to face meetings can resume.

**Item 10- Consideration of approval of revisions to the Meeting Facilities Policy** - Cary Siegfried stated the following:

- The policy included in the November Packet is the final revision of the Meeting Facilities Policy.
- She reminded the board that this policy needed updating since key policy points located on the application were not included in the policy itself. This revision lists the entire policy in one spot.
- The board was given the opportunity to ask questions or express any concerns on the revision.
- Jacqulyn asked for a motion to approve the revised policy. Kaye Hickox seconded the motion. The Consideration of approval of revisions to the Meeting Facilities Policy passed unanimously. Absent members that did not vote include: Vidhya Seran, Tiffany Heeg, and Lely White who had a prior engagement and had to leave the meeting early.

**Item 11 - Director’s Report and Library Operations Updates:** Cary Siegfried reported the following:

- The packet provided to the board for the monthly meetings has been updated. The updated statistics portion of the packet mirrors the report Cary submits to the City Manager. If the board prefers the previous delivery method for statistics please let her know and they can be included. The statistics show that digital circulation is up. However, one area of concern is that the number of active users is down. It’s expected due to current circumstances with COVID, but Cary mentioned that staff will be considering ways to increase this number.
- The board asked about the apparent comfort levels of patrons. Cary mentioned that drive thru service is still in high use and capacity levels are still under set limits. The current trend seems to be aiding in the task of keeping the public and staff safe.
Item 12 - Review of Public Input on Library Operations and Programs: None

Item 13 – Items for Future Agenda:
  • Big Read Update – by Corine Barberena
  • For January- Update on NTTBF 2021 – by Kristin Trevino

Adjournment: Jacquelyn Dudasko adjourned the meeting at 6:59 p.m.
Libary Board Information
December 28, 2020

Library Board Attendance 2020 - 2021

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<thead>
<tr>
<th>November 2020</th>
<th>Attended</th>
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<tbody>
<tr>
<td>Christa</td>
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<td>Jacquelyn</td>
<td>X</td>
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<tr>
<td>Kaye</td>
<td>X</td>
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<tr>
<td>Kevin</td>
<td>X</td>
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<tr>
<td>Lely</td>
<td>X</td>
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<tr>
<td>Marcy</td>
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<tr>
<td>Tiffany</td>
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<tr>
<td>Timothy</td>
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<tr>
<td>Vidhya</td>
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Library Board Places and Terms effective Nov. 2020

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<tr>
<th>Place</th>
<th>Members</th>
<th>Term Ends</th>
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<tbody>
<tr>
<td>Place 1</td>
<td>Timothy Hester</td>
<td>Nov. 2021</td>
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<tr>
<td>Place 3</td>
<td>Christa Hinckley</td>
<td>Nov. 2021</td>
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<td>Place 5</td>
<td>Jacquelyn Dudasko</td>
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<td>Place 7</td>
<td>Tiffany Heeg</td>
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<td>Place 9</td>
<td>Carolyn Kaye Hickox</td>
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<td>Place 2</td>
<td>Marcy Hart</td>
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<td>Lely White</td>
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<tr>
<td>Place 8</td>
<td>Vidhya Seran</td>
<td>Nov. 2022</td>
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2020-2021 Library Board Meetings

November 23
December 28
January 25
February 22
March 22
April 26
May 24
June 28
July 26
August 23
September 27
October 25
<table>
<thead>
<tr>
<th>City of Irving Strategic Plan Goal 4 – Service Excellence</th>
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<tr>
<td><strong>Objective</strong> 4.2</td>
<td>Leverage information technology to drive efficient and responsive service delivery.</td>
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<tr>
<td><strong>IPL Strategy</strong></td>
<td>Take Stock…. Of our collections, our programs and our Services</td>
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<tr>
<td><strong>IPL FY 20/21 Work Plan</strong></td>
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<tr>
<td>1. RFID/AMH implementation plan Phase 1 (tagging)</td>
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<td><strong>Objective</strong> 4.4</td>
<td>Clearly define service levels and the associated resource requirements.</td>
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<td><strong>IPL Strategy</strong></td>
<td>Take Stock... of our collections, our programs and our Services</td>
</tr>
<tr>
<td><strong>IPL FY 20/21 Work Plan</strong></td>
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</tr>
<tr>
<td>1. Post Pandemic Programming reimplementation: core strategies</td>
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<tr>
<td>2. Collection Development Data Driven Decision-Making</td>
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<tr>
<td>3. Review and Revise Library Policies</td>
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<tr>
<td>4. Assess public computing needs and spaces</td>
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<td>5. “Genre-izing” Picture Books Phase 1: Planning</td>
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<tr>
<td><strong>IPL Strategy</strong></td>
<td>Stand Up and Stand Out</td>
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<tr>
<td><strong>FY 20/21 Work Plan:</strong></td>
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</tr>
<tr>
<td>1. North Texas Teen Book Festival fund development / Pandemic Re-visioning</td>
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<tr>
<td>2. Data Analytics Project: Program evaluation</td>
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<th>City of Irving Strategic Plan Goal 5 – Inclusive and Collaborative Governance</th>
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<tr>
<td><strong>Objective</strong> 5.1</td>
<td>Actively engage and communicate with the community.</td>
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<td><strong>IPL Strategy</strong></td>
<td>Create Places for People</td>
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<td><strong>FY 20/21 Work Plan:</strong></td>
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<tr>
<td>1. Makerspace/Digital Creation space implementation</td>
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<td>2. East Irving Library re-visioning project phase 2</td>
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<td><strong>IPL Strategy</strong></td>
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<td><strong>FY 20/21 Work Plan:</strong></td>
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<tr>
<td>1. Big Read Community Celebration</td>
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<td>2. Workforce Development Resource Mapping</td>
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<th>City of Irving Strategic Plan Goal 6 – Talented and Energized Workforce</th>
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<tr>
<td><strong>Objective</strong> 6.2</td>
<td>Recruit, retain and develop a diverse municipal workforce.</td>
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<td><strong>IPL Strategy</strong></td>
<td>Stand Up and Stand OUT</td>
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<td><strong>FY 20/21 Work Plan:</strong></td>
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<tr>
<td>1. Continue creating staff onboarding and formal training structure</td>
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<tr>
<td>KPI</td>
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<td>------------------------------------------</td>
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<td>Bi-Annual Resident Survey</td>
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<td>Overall Quality of Libraries</td>
<td>83%</td>
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<td>Availability and selection of library books and materials</td>
<td>81.82%</td>
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**Monthly Statistics – November 2020**

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<td>Electronic Resource Usage</td>
<td>9,775</td>
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<td>Library programs conducted</td>
<td>13 Virtual</td>
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<td>Library program attendance</td>
<td>259 Virtual</td>
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<td>Library Visits</td>
<td>9,559</td>
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Library Services December 2020 Report

Provide Collection of Library Materials and Resources
Supply Public Access to Information through Technology

Public Computer Sessions by Library Branch

Public WiFi Sessions by Library Branch

Electronic Resources Available through the Library
Organize Programming and Classes for the Public

Children's Programs by Library Branch

Children's Programs Attendance by Library Branch

Teen Programs by Library Branch
## January 2021

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<th>Sunday</th>
<th>Monday</th>
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<td>Last day for</td>
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