MINUTES
IRVING PUBLIC LIBRARY BOARD
REGULAR MEETING – August 23, 2021
South Library, 1st Floor, Meeting Room 3

<table>
<thead>
<tr>
<th>BOARD MEMBERS PRESENT:</th>
<th>LIBRARY STAFF PRESENT:</th>
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<tbody>
<tr>
<td>Kevin Harbin</td>
<td>Cary Siegfried</td>
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<td>Marcy Hart</td>
<td>Rachel Bohn</td>
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<tr>
<td>Tiffany Heeg</td>
<td>Ben Toon</td>
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<td>Kaye Hickox</td>
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<td>Lely White</td>
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<tr>
<th>BOARD MEMBERS ABSENT:</th>
<th>CITY STAFF/CITY COUNCIL MEMBERS PRESENT:</th>
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<tbody>
<tr>
<td>Jacquelyn Dudasko</td>
<td>James Childers</td>
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<tr>
<td>Christa Hinckley</td>
<td>Zachary Noblitt</td>
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<tr>
<td>Vidhya Seran</td>
<td>Oscar Ward</td>
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<tr>
<td>Timothy Hester – Resigned June 16, 2021</td>
<td>Mark Zeske</td>
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Call to Order:
Since the Board President and Vice President were unable to attend the meeting, Cary Siegfried asked for a nomination from the board to appoint a _chair pro tem_ to lead the meeting. Kaye Hickox nominated Kevin Harbin. Tiffany Heeg seconded the motion which passed unanimously. The meeting was called to order by Kevin Harbin at 5:46pm.

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

Item 2 – Approval of Minutes: Kevin Harbin made a motion to approve the July 26, 2021 minutes. Lely White seconded the motion. The minutes were approved unanimously.

Item 3 - Board President’s Report: Jacquelyn Dudasko not present. No report.

Item 4 – Council Liaison Report: Councilmember Ward stated that the budget retreat occurred on Wednesday, August 18, 2021. Discussions and revisions will continue to be made until the adoption of the budget. The public hearing for the budget and tax rate will be on September 9, 2021. There were no other councilmembers present concluding the Council Liaison Report.

Item 5- Friends of the Library: Kaye Hickox reported the following:
Volunteer and Membership Activity
- Membership continues to increase. At the August 14, 2021 teacher sale, the Friends renewed a couple of memberships and gained 6 new memberships.
Fund Raising

- The Saturday sale on August 14, 2021 netted over $2,000.00. Teachers were excited to draw for donated “Book Buck” gift certificates and really appreciated the refreshments provided by the Library Staff.
- At the presentation following the Board meeting, the Zvonecek family saw the new “Little Steamer Backpacks” and they expressed gratitude for all the work necessary to develop them. The Zvonecek family asked about making future donations to help grow this program.

Upcoming Events

- September 23, 2021 is the official North Texas Giving Day but early donations can begin on September 1, 2021. Go to www.friendsofirvinglibrary.com and click on the icon. Credit card donations will not be processed until September 23. The Friends intend for this money will go towards a successful launch of the Community Outreach MiYGo Van.
- The Holiday sale is scheduled for November 13, 2021 from 10 a.m. to 3 p.m.

Changes

- The Friends regret the loss of Cary Siegfried as Director but her legacy as a great partner with the Friends, especially in managing funds and growing the system, will continue to be a tribute to her service.

Item 6 – Duties and Responsibilities of the Library Board: Cary Siegfried suggested that this topic be rescheduled for the September meeting since numerous board members were absent and the topic was raised by the Board President. The board were in favor of discussing this item at the September 2021 meeting.

Item 7 – A Parent’s Guide to the Library’s Collection for Youth:
From the meeting packet, Cary Siegfried went over the Parent’s Guide to the Library’s Collection for Youth. This guide will be broken down into 4 separate brochures: Early Literacy, Continuing to Read, Young Adult, and Graphic Novel & Manga. These brochures will be available at library locations and on the Irving Public Library’s website. Links to Readers’ Advisory resources may be included with this information on the website. This brochure is meant to be a tool parents can utilize to help their child navigate the library collection.
Each brochure lists:
- the definition of the collection
- the type of material included
- the intended audience
- the benefits of these types of books
- information the parent should know

These brochures will include tips parents can apply to become more involved in their child’s library activity. Sources will be listed which provide reviews from the perspective of the reader, library or bookstore, and from a parent.
Cary asked for feedback from board members. The board pointed out that under the Young Adult Nonfiction category it states, “Not every book will be of interest to every child, and not every subject will align with all family values.” This sentence is not included other categories and library staff may want to consider adding it in. If not in all categories then maybe just adding it to Young Adult Fiction.

**Item 8– Library Policies to Remove/Retire:** The last time all library policies were reviewed was in 2014. In the past year the library has been actively completing a review of all policies to ensure all policies were relevant and up to date. The board packet includes a list of ten policies that have redundant information which is covered in other policies or are staff procedures and not policy. Cary Siegfried asked the board if they had any concerns about removing these ten policies. No objections were made.

Each document includes the date it was last reviewed, but the board suggests that staff consider displaying the date along with the policy name removing the need to click on each individual policy to find this information.

**Item 9 – Update on FY21/22 Library Budget:** Cary Siegfried reported that she feels optimistic about the submitted budget. She gave a reminder of the submitted requests and how they fit in with the FY2021/22 Initiatives.

Such initiatives include:
- Creating a Strategic Plan for FY22/25
- Phase II of the picture book “shelving by genre” project
- Community Outreach MiYGo Van project
- Data Analytics for Library Programs
- Launch of the new Volunteer Engagement Program.

Board members asked how many Volunteers are currently assisting the library. Cary stated that due to COVID, the library is not currently utilizing volunteers at the locations, but in the past high school students made up the majority of volunteers.

The former Volunteer Coordinator, Carla Morgan, retired at the beginning of 2020. The library just promoted Samantha Beltran, a former Senior Library Assistant with 12 years of experience, to head the Volunteer Engagement Program. Amongst other job duties, the library hopes to utilize student volunteers to help customers with the technology in the MiY Zones.

**Item 10 – Director’s Report and Library Operations Updates:** Cary Siegfried reported the following:

September is national “Library Card Sign Up” month. To mark the occasion, the library will offer a special edition card from September 1 – September 30 at library locations and at outreach events.

Cary received an appeal to the Ad Hoc Staff Review Committee and Senior Library Services Manager’s decision regarding the Request for Reconsideration of Materials form for the book
“Jack of Hearts (and other parts)”. Cary will notify the patron of her decision within 10 days of the appeal. The Library Board will be notified of the outcome at the next monthly report.

Cary went through some of the statistics included in the packet. She stated that the number of active users was holding steady, but checkouts were down from June. This is being attributed to patrons traveling during the summer break. Story times have resumed to coincide with the start of the new school year. Cary hopes that patrons will fall into a routine of coming to the library which will help build the circulation numbers come back up. Board members may have noticed a decrease in the Customer Service Satisfaction Survey which dropped to 84% satisfaction. This dip was due to some objections over the library’s choice in collection material.

Ben Toon provided an update on the MiY Zones. Classes started 2 weeks ago and have been highly successful. South Library’s MiY Zone classes have been full and their classes are structured as a “first come, first served” model while Valley Ranch Library requires their customers to reserve their spot. Reservations for those classes open a week prior to the scheduled time. Valley Ranch had some spots unfilled for their classes even though there were 25-30 people on the waitlist. Staff are looking at making adjustments to fine tune the process. To discourage patrons from signing up and not attending, staff are tracking the “no shows”. A policy may be put in place to deter this from happening. Staff are also thinking of turning off the waitlist after one day to limit the amount of people waitlisted.

Cary Siegfried’s last day as Library Director will be September 10, 2021. She is leaving to become Library Director in her home town. Senior Library Managers Ben Toon and Corine Barberena will share the duties of Interim Director until the position is filled.

**Item 11 – Review of Public Input on Library Operations and Programs:** At the July Library Board meeting a handout was received during Citizen Comments. Amongst other statements, the handout posits that the American Library Association and the Irving Public Library excludes information and viewpoints on certain topics. Board Member, Kevin Harbin presented a number of library books to the board with different perspectives and opinions regarding a multitude of controversial topics in hopes to illustrate the library’s neutral position. Kevin commented that a healthy dialogue is always good, but inaccurate information should be corrected when possible.

James Childers responded that if City Council members receive inaccurate information from the public, the City Manager’s office emails them the facts and statistics to clarify the situation. James further stated that going forward these situations will be shared with the Library Board.

**Item 12 – Items for Future Agenda:**

- Consideration of approval of revisions to the Exhibit Space for Public Use Policy
• Update on the submitted Request for Reconsideration appeal for “Jack of Hearts (and other parts)”

Adjournment: Kevin Harbin adjourned the meeting at 6:45p.m.