Call to Order:
The meeting was called to order by Jacqulyn Dudasko at 5:45pm.

Item 1 – Citizen Comments on Items Listed on the Agenda: Residents are invited to address the board for three (3) minutes on items that are listed on the agenda. There were two members of the public in attendance wishing to speak.

1. Flory Malloy, 1521 Atlanta Dr., Irving TX – addressed Item 8- Discussion of revisions to the Collection Development Policy.
2. Viki Norman, 1015 Sleepy Hollow Dr., Irving, TX – addressed Item 6- Discussion of the Duties and Responsibilities of the Library Board– Ms. Norman provided a handout in addition to speaking. Ms. Norman spoke about the Library Board’s purpose and duties. Additionally, she asks that the Reconsideration of Materials process be re-evaluated to ensure that a fair decision can be obtained.

Item 2 – Approval of September 27, 2021 Minutes:
Kaye Hickox made a motion to approve the September 27, 2021 minutes. Lely White seconded the motion. The September minutes were approved unanimously.

Item 3 - Board President’s Report: Jacqulyn Dudasko pointed to the “Board President’s Perspective” letter in the meeting packet, mentioning that it relates to Item 6 – Duties and Responsibilities of the Library Board and this document will be reviewed during that agenda item.
Item 4 – Council Liaison Report: Councilmember Ward was conducting interviews for library board member candidates and was not in attendance. No report.

Item 5 – Friends of the Library: Kaye Hickox reported the following:

Fund Raising
- The first Wednesday sale income continues to trend higher than average.
- Additional private sales are also trending up.

Upcoming Events
- The next Saturday sale is scheduled for February 12, 2022 from 10am to 2pm.
- The date of the annual meeting is tentatively set for Saturday, April 30, 2022. The annual meeting is generally scheduled to correspond with one of the larger library programs. This date may change closer to the date depending on library program scheduling.
- The annual sale is set for June 3-5, 2022. The hours of the sale have yet to be determined.

Item 6 – Duties and Responsibilities of the Library Board: Jacquelyn Dudasko asked the board to review the Board President’s Perspective letter, the Library Board By-laws and the City Ordinance pertaining to the Library Board. She stressed the importance of the role of the Library Board and lists three goals of the board:

1. advise the city council and the director on matters pertaining to the operation of the library system,
2. participate in recommending policies for both the maintenance and improvement of library service to the residents of Irving,
3. make recommendations concerning the adoption and enforcement of policies deemed necessary for the administration of the library system.

Ms. Dudasko asked for feedback. Board members asked about the proper procedure or process for relaying opinions or feedback from the Library Board to the City Council and the City Manager’s office. Assistant City Manager, James Childers explained that topics or concerns brought up during a Library Board meeting will be conveyed to the City Council and City Manager’s office. Additionally, Mr. Childers stated that the City Manager’s office will listen when the board has questions, concerns, or suggestions.

Item 7 – Review schedule of Library Policies: Jacquelyn Dudasko opened the topic for discussion. Board member, Kevin Harbin explained that he had conducted a review of all policies searching for out of date information or areas of possible concern. He noted that that most frequently talked about policies had been revised recently and that he didn’t see a need to make any updates. Board member Tiffany Heeg agreed that since the policies were reviewed by the board, she stood by the decision to accept the revisions and did not feel the need to make further changes at this time.

Mr. Harbin mentioned that he believes the library should consider citizen comments when revising library policy. It may not impact how the policy is written, but how certain aspects are
handled could be addressed. The Displays and Exhibits was used as an example. Citizens have mentioned that both sides of a potentially controversial topic could be represented when the library creates a display.

When policies are revised they are brought to the board for review before being enacted. The board wanted to confirm that even though a policy has recently been revised, they will be able to suggest changes if an issue arises.

**Item 8– Discussion of revisions to the Collection Development Policy:** Corine Barberena went over the revisions to the Collection Development Policy. The revised policy is organized differently with content broken up into subjects rather than bullet points. This makes the policy easier to read and reference when necessary. No major changes were addressed. A few points were raised during the reading of the policy.

- Children do have access to Interlibrary Loan privileges. The only stipulations checked when accessing Interlibrary Loan is that the account has to have been active for 6 months and that the library patron lives in Irving. Any items checked out through Interlibrary Loan will still appear on their IPL account and parents will be notified if the account is set up with their email address.
- The board approves reading suggestions being categorized by grade and not by age.
- The library is working on creating a section “Let’s Talk About It” which will house books with sensitive or controversial topics to help parents broach these subjects with their children.
- A “weeding” schedule was started October 1st. Every section will be reviewed once a year and books that fit a certain criteria are withdrawn and sent to the Friends of the Library.

The board suggests that an addition to the policy is made to explain why certain review sources are used and what accreditation they have.

**Item 9- Irving Public Library 2020-21 Strategic Plan End of Year Update:** Corine Barberena gave an update on the Strategic Plan for 2020-2021. The library is 90% complete with all goals they set out to accomplish. Unfinished initiatives include:

- **Develop a Data Driven Decision-making Process for Collections** – Still to do: Finalize and Implement a process for budget allocation that includes data modeling. Finalize Policy statements and receive endorsement from the Library Board.
- **Promote Workforce Development Resources** – Still to do: Train staff on methods for assisting customer using resources identified. Identify projects where library programs/services could fill in the service gaps. Evaluate the effectiveness of the project by surveys and interviews.

The Strategic Plan for 2021-2022 will be discusses at next month’s meeting, but one initiative included in the plan is the NEA Big Read Community event. In the next few weeks, the public will be voting between four titles to help the library choose which book will be selected for this event.
Item 10 – Director’s Report and Library Operations Updates: Corine Barberena provided the board with the quarterly Technical Services Report. She pointed out that the library has now placed RFID tags in over 60,000 books. Ms. Barberena told the board about new material that are now available to library users such as the Little Steamers backpacks, DVD binge boxes, and VOX boxes. Examples of each type of new material were passed around.

Ms. Barberena reviewed the Quarterly Program Survey Results included in the packet and mentioned that one concern reported was that the Adult Summer Reading Challenge (SRC) Program was too complicated. During SRC 2021, participants were allowed to earn points by completing deeds that benefit the community.

Ms. Barberena asked if the board would like to receive the Quarterly Customer Service Survey Results and the Quarterly Program Survey Results together or stagger them. The board would prefer survey results presented separately and not together in the same month.

Corine Barberena presented an award to Tiffany Heeg for her time serving on the Library Board.

Item 11 – Review of Public Input on Library Operations and Programs: Board members mentioned that the process to submit a “Request for Reconsideration” form could be easier. In contrast, the process to submit a suggestion for purchase is easily accessible with a link to a form on the library’s website. Once filled out the form is emailed to the Library Administration office.

Assistant City Manager, James Childers stated that the “Request for Reconsideration” process will be reviewed to see if an easier way to submit this request can be created. The board also stated that changing the name of the form or process could be helpful. Library users may not know to look for request of reconsideration. “Request to Remove/Reclassify” was suggested as an alternative.

Item 12 – Items for Future Agenda:

- The board discussed the dates of the board meetings in November and December. The board was reminded that they are required to meet once a quarter. The board voted to keep the scheduled November 22, 2021 date. Christa Hinckley made a motion to cancel the December meeting which was seconded by Kaye Hickox. The motion to cancel the December meeting passed unanimously.
- Review of the updated Collection Development Policy based on Board comments
- Discussion of draft revisions to the Circulation Policy- In January?
- Discussion of draft revisions to the Exhibit Space for Public Use Policy- In January?

Adjournment: Jacquelyn Dudasko adjourned the meeting at 7:30p.m.