Call to Order:
The meeting was called to order by Kevin Harbin at 5:47pm.

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 was one member of the public in attendance wishing to speak.

1. Walter Betts, 1413 Keisa Ln., Irving, TX – addressed Item 7 Director’s Report and Library Operations Updates

Item 2 - Approval of January 23, 2023 Minutes:
Kim Andres made a motion to approve the January 23, 2023 minutes with these changes. Kaye Hickox seconded the motion. The January 2023 minutes were approved unanimously.

Item 3- Board Chair’s Report: Kevin Harbin stated that he didn’t have anything to report.

Item 4 – Council Liaison Report: Councilmember Oscar Ward was not present.
- Oscar Ward will be reaching his term limits and will soon be replaced by a new City Council Liaison. There was some dispute on whether this would be his last meeting or if there happens to be a run-off election, he might attend more meetings until a new City Council Liaison is appointed.
- Mark Zeske was in attendance and noted that he mainly attended the meeting since West Library is “his library” and he was curious about what updates and improvements were being made. Councilmember Zeske did note that he loved going to the NTTBF
event and praised the employees for the outstanding job they performed. He also encouraged the board to spread the word about the upcoming May election. Councilmember Zeske mentioned that there are proposed changes to the City Charter and a bond election from the Irving Independent School District on the ballot.

**Item 5 – Presentation of West Irving Library Updates:** Ben Toon reported the following:
- Before addressing the West Irving Library Updates, Ben introduced Darius Jefferson “DJ” to the board. DJ has recently been promoted to the position of Management Analyst and will oversee reporting library statistics.
- Ben reminded the board of the May 2021 Bond Election that was approved by voters and $3.7 million was assigned to improve existing library buildings. Some of these projects are already underway. Ben stated that these funds will be spent on projects that will address current problems, such as flooding and lighting, and towards upgrades to public and staff areas. The library is working on a prioritized list of items with Mark Massey from the Building Services Department.
- Linda Opella, Senior Librarian on the Programming Team, stated that the West Irving Library MiYZone is now open. The MiYZone includes:
  - A digitization lab that can convert VHS tapes to DVD or digital format, records and cassettes to MP3 or a CD, and old film strip, 8mm, or 35mm to a digital format.
  - A Light Box which takes pictures of small items
  - Podcast Equipment
  - A Mobile Kitchen that the Children’s Department and Teen Department have already held programs with the kitchen. West is in the process of hiring a new Adult Librarian.
  - A Makerspace Cart for Programs – The cart has STEAM and STEM-based projects such as programming mini drones or making Styrofoam boats and cars.

Flory Malloy asked if a lot of people are taking advantage of the digitization lab. Linda responded that the library is still getting the word out and it’s only available by appointment at this time. They’ve had a lot of interest in it, but they’re still trying to get staff trained. Another factor is that if the VHS tape is 1 hour long, it takes an hour to transfer it since the movie has to completely run through.

Flory Malloy asked if the Makerspace Cart and Mobile Kitchen is accessible to customers or if it’s only used for programs. Linda Opella responded that the mobile carts are used solely for programs at this time.

- Ben mentioned that upgrades to the South Library and Valley Ranch Library will be occurring in the future, but these updates will be discussed with the Library Board at future meetings.

**Item 6 – Friends of the Library Monthly Update:** Kaye Hickox reported on the following:

**Upcoming events**
• The ninth North Texas Teen Book Festival was held at the Irving Convention Center on March 3-4, 2023. The Friends sold merchandise at the two Educator Preview Nights held in January, at Educator Day on March 3, and on Festival Day, March 4th. In total, the Friends sold around $18,800 in NTTBF “Swag” (merchandise).
• The Annual Meeting will be held at the South Irving Library on April 22nd at 1:30pm. The meeting will be a half-hour meeting so they can attend the Big Read Kickoff event.
• The “Big Sale” also known as the annual sale, will be held June 9th through June 11th. The Big Sale is a 3-day event with Friday being for Members only from 3pm-7pm and Saturday and Sunday open to the public. The hours for Saturday are from 10am-4pm and Sunday from 1pm-4pm.
• The Friends have started scanning all material to see if they can sell higher valued items online instead of in their warehouse. The Friends work with a consignment partner who has been scanning adult nonfiction books for several years. He doesn’t have time to do all the items, so the Friends have started helping with this task. The price point where they both make a profit is $7 an item. The Friends have a backlog of about 3 years of children’s material.

Item 7 – Director’s Report and Library Operations Updates: Lynette Roberson reported on the following:
Lynette informed the board that Ben Toon has celebrated ten years with the Irving Public Library.

Update on NTTBF
• Lynette reported that this year’s fully in-person festival had a total count of approximately 500 educators for Educators Day and 8,488 festival attendees. The library feels that the count is low and believes it’s closer to around 10,000 attendees based on previous years. Lynette expressed her gratitude for the Friends of the Library and noted how hard they worked to sell over $18,800 in festival merchandise. Overall, there were 18 volunteers from the Friends, 126 external volunteers, and around 500 volunteer hours not counting set up and tear down.

2023 NEA Big Read
• Corine Barberena stated that this year’s NEA Big Read, Interior Chinatown, will be kicking off in April. Books were handed out to the Library Board members. The library is considering applying for the NEA Big Read Grant every other year in the future.
• The library has several Big Read programs scheduled and the library produced a trifold handout which has the calendar of events printed inside. The final program on May 13, 2023 is a Q&A with the book’s author, Charles Yu, with a book signing following.
• Flory Malloy asked if the library website will be updated with this information. Corine stated that she will confirm that all NEA events are listed in CivicPlus so they’re visible on all city’s calendars.
• Sophia Kwong-Myers suggested showing “Everything, Everywhere, All at Once” at the Asian Film Festival being held at the Grand Prairie Uptown Theater.
Kiosks Discussion – Ben Toon presented the board with a few maps showing the libraries and Irving’s population with their chosen library location. DJ Jefferson and Ben went through the maps to explain the data. After explaining the maps, Ben opened the topic up for conversation.

- Kaye Hickox mentioned that the Book Kiosk could bring in some younger readers since they might enjoy the experience of using the kiosk. Kaye also mentioned that the library might consider setting up the kiosk where they intend to place the new library location.
- Kevin Harbin mentioned that the type of machine the library gets would play a factor in where they place it. If it’s stocked with bestsellers that could serve foot traffic or if it’s a pickup locker that would go better for people already familiar with library services.
- Kim Andres asked about the cost involved with setting up a kiosk in case they might want to move it to a different area. Kim also asked if there is a hybrid version of a book kiosk containing books that can be chosen by the patron and a hold request pickup locker. Ben and Lynette commented that they could investigate this option. Kim asked how many kiosks the library is thinking of purchasing. Ben answered the bond was for $450,000 to pay for equipment and construction costs and the lockers cost around $80,000-$120,000 each.
- Ben Toon noted that most hold pickup lockers he’s seen have been on the outside of the library and mainly used after hours.
- Flory Malloy suggested the library explore allowing patrons to pick up holds at the front desk of Irving’s recreation centers. Flory suggested placing a kiosk at the following locations: close to MacArthur High School, near University Hills off Northgate, or close to the Mustangs of Las Colinas.
- Kevin Harbin suggested finding places near areas where the data shows a lack of library service. Ben mentioned that patrons living south of Valley Ranch go north to the Valley Ranch Library.
- Teresa Adrian commented that one factor the library should make note of is that the Las Colinas Association has an architectural committee and there might be extra steps when constructing the kiosk.
- Flory Malloy suggested placing a kiosk outside one of Irving’s Recreation Centers. Lynette responded that she had been considering this option as well. Teresa Adrian suggested adding all City facilities to the library’s map to see if any look like a good option.
- Kim Andres mentioned looking at Senior Centers, too.
- Marcy Hart suggested an outside box at the dog park, Paws Colinas. Sophia Kwong Myers seconded this suggestion.
- Sophia Kwong Myers mentioned that she lives in this library “dark spot” and goes to whichever library has the book she’s wanting and doesn’t really have a home library. Sophia suggested placing a kiosk at a transportation center such as a DART stop or train station. Sophia also seconded the suggestion of the Mustangs of Las Colinas or Campion Trails.
- Kim Andres asked if there was a way to move it once it was set. Ben said that unfortunately once placed it won’t be moved.
- Sophia Kwong Myers stated that a kiosk with bestsellers could bring in new patrons.
• Mersey Morales suggested placing a kiosk in front of Target off Beltline or off MacArthur and Northgate.
• Kim Andres added that the Irving Arts Center has been discussing adding a café and has lots of parking which could make it a good location for a kiosk.
• Sophia Kwong Myers suggested the Irving Mall as a potential site.
• Kevin Harbin suggested talking to other libraries to find out what they wish they did differently or what they really liked about this process. Kevin also mentioned that the library should be cautious about partnering with outside organizations since there’s a possibility that the relationship could “turn south”.
• Lynette said that she appreciated all the suggestions, and this topic will be presented again in later months.

FY22 4th Quarter IPL Customer Service Survey Results
• Ben pointed out that the questions reported to the board on this quarter’s survey differ from the ones the library usually shares during this report. He thought the board might like to know what other questions are asked of the survey respondents. This quarter 488 surveys were submitted, which is a good rate of return. Ben also went over the results the survey takers submitted for rating the buildings, technology, and staff. The major area of note was regarding public computers, Wi-Fi connection and Wi-Fi printing. The current public computers are using Windows 7 and the library is working with the IT Department to replace the public computers. There is necessary software that needs to be installed on all the computers before they can take the place of the old computers. The library also purchased cell phone repeaters that could help boost the Wi-Fi signal on users’ phones.

Library Volunteer Application Process
• Lynette Roberson explained that the library stopped accepting all volunteers during COVID which allowed them to revamp their policies and processes concerning volunteers.
• Lynette pointed out the packet contains three updated documents regarding Volunteers: the Volunteer Release Form, the Consent for Criminal History Background Check for Volunteers, and the Volunteer Application. Volunteers will now have to fill out a release form in addition to the updated Volunteer Application. All adult volunteers will also have to consent to a background check before they are allowed to volunteer with the library. Lynette is hoping that customers will have the ability to submit as many forms as possible electronically and is working towards this goal.
• The library is working on getting staff trained in the new procedures and intend to implement the new Volunteer Process the first week of April.
• Marcy Hart asked if any adult volunteers that previously worked at the library will have to go through the same process. Lynette confirmed that they will be required to follow the same procedures as new volunteers.

Item 8 – Items for Future Agenda: No items suggested.
Adjournment: Kevin Harbin made a motion to adjourn the meeting. Kim Andres seconded the motion. Kevin Harbin adjourned the meeting at 6:59pm.

Item 9 – Tour of West Irving Library: After the meeting was adjourned the board was given a brief tour of some of the MiYZone equipment at the West Irving Library.