

# McKinney Public Library System

## MINUTES

### LIBRARY ADVISORY BOARD MEETING

December 15, 2011

The MPLS Advisory Board met in regular session in the Dulaney Room of the Roy and Helen Hall Library on December 15, 2011. Board Members present were: Kevin Magavern, David Patterson, Brandi Price, Jo Dell'Antonia and Amanda Frady. Absent were: Judy Gay, Andrew Hudson and Beth Scudder, Library Director. Also in attendance Janet Cox, Systems Coordinator, and Linda Long, Library Administrative Assistant as transcriber.

Kevin called the meeting to order at 5 p.m.

#### **APPROVAL OF MINUTES**

Jo Dell'Antonia moved that the November 17, 2011 minutes be approved and Brandi Price seconded the motion. Motion carried and approved.

12-11

#### **INFORMATION SHARING**

##### **Discussion on Tech Services Library Report**

Janet Cox, Systems Coordinator, updated the Board on the Tech Services Department.

The Tech Services department is comprised of ten people. This department processes and gets materials out on the floor. Michael Smith is our technology librarian. He maintains the library website and the blog. He assists patrons who experience problems using OverDrive and the eBook site. Last month we had 2,000 e-Books check outs. We order best sellers as they are available.

Kimberly Bowen and Candy Burnside are our acquisitions team. They receive most items that have been ordered for the library. They also submit work orders to the Building Maintenance department. Kimberly also oversees our acquisitions and Interlibrary Loan (ILL) department. Stephanie Harrison and Larry Dishman process requests from library patrons requesting items the McKinney Library does not own from other libraries. The library processes 130 requests per month. We loan about 70 items per month. We are on a pilot program. By 2013 every library will be on this program.

Susie Pointer, DJ Siddens and Jeanie Roth catalog and process items before they are available to the public. Susie catalogs new items and DJ and Jeanie stamp and label the spines.

Janet worked with the Information Technology department in September to upgrade the library's integrated library system (ILS) to the latest version – Polaris 4.0. Fortunately, the upgrade was done in two days after hours and patrons were not affected by the upgrade.

Mike and Janet attended the Polaris User's Group conference in Dallas in October. This was a good time to network. Some attendees visited the Hall library.

Sarah Sousa served as a practicum student this fall. Sarah has been attending Texas Woman's University and works part-time for the Plano Public Library System.

A fax machine was installed this summer. It has been well received by patrons. It is very easy to use with simple steps to follow. The library earns a small commission on 20 or more faxes per month. Patrons are charged \$1.50 for the first page and \$1.00 for subsequent pages. The John and Judy Gay Library now has a public fax machine as well.

OverDrive began offering many of their eBooks in Kindle format. We expect check outs to increase as it is expected that many patrons will receive e-readers or tablets for Christmas. Mike will be preparing a basic training class for patrons that is slated for January or February of 2012.

##### **Library System Update**

The Roy & Helen Hall Library will be recarpeted starting on January 2 for three weeks. The main areas of the library will be recarpeted one section at a time. Staff will still be able to get books for patrons.

The library will be closed Friday, January 13 through Monday, January 16, 2012. We will have Staff Development Day on January 13<sup>th</sup> at the John & Judy Gay Library and observe Martin Luther King Day on January 16<sup>th</sup>. John and Judy Gay Library will be open on Saturday, January 14, 2012.

### **ANNOUNCEMENTS**

Monday, December 19 – Thursday, December 22, 2011 – Hall Library closes at 6 p.m.

Thursday, December 23 – Monday, December 26, 2011 – Libraries closed

Friday, January 13 – Sunday, January 15, Hall Library closed for carpeting project

Monday, January 16, 2012 – Libraries closed for MLK Day

Thursday, January 19, 2012 – Library Advisory Board Meeting

### **ADJOURNMENT**

There being no further business relating to the agenda, David Patterson moved and Jo Dell'Antonia seconded the motion to adjourn at 5:15 p.m.

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Kevin Magavern, Chair