

## McKINNEY PUBLIC LIBRARY SYSTEM ADVISORY BOARD

NOVEMBER 16, 2017

The McKinney Public Library System Advisory Board met in regular session in the Conference Room of the John and Judy Gay Library, 6861 W. Eldorado Parkway, McKinney, Texas on November 16, 2017 at 5:00 p.m.

Board members Present: Vice Chairman Joann Pond, Coretta Lule, Amanda Hamilton, Joseph Closs, Cheryl Darveaux, Lauren Smith-Carter.

Absent: Chairman Peter Samsury

The meeting was called to order at 5:00 p.m. after determining a quorum was present.

There was one guest present.

**17-1132** Minutes of the Library Advisory Board Meeting of October 19, 2017.

Board members unanimously approved the motion by Board member Closs, seconded by Board member Darveaux, to approve the minutes of the Library Advisory Board meeting of October 19, 2017.

**17-1133** Vice Chairman Pond called for the Tech Services Report. Mike Smith and Ed Veal delivered the Tech Services Report: Schedule3W, the software the libraries use to note staff locations and responsibilities, is now hosted on the Schedule3W cloud. The Access is much faster access than Schedule 3W housed on a server here. Staff with permissions can make changes at any workstation via the web. We're still working with IT on obtaining a "remote desktop connection" to full-featured Schedule3W admin, but have our workarounds using staff laptops and the EnvisionWare console. We will be evaluating a database called Kovel's Library Archive. Kovel's is one of the major sources of information about antiques and collectibles. This database is linked to Kovels.com and has all of the articles, reviews and Q and As that are posted to the site. It also provides access to over 40 years of their published subscription newsletter. The annual price guide is available as

soon as it is published and there are over 20 years of these guides in the archive. We look at many databases because it is useful for us to know how these products work, and good to interact with the vendors, etc. To review these databases, we look at their cost, usefulness to citizens, and we run trials such as the ones we are running with Kovel's. Our IT department handles all telephone capabilities. We have been challenged at JJGL to catch all of our phone calls from the public that come in at our check-in desk, and to get checking-in done while we are answering the phone calls. In order to solve this public service problem, we have changed the length of time that the phone will ring before going to a message. We have also asked IT to test a mobile telephone that staff members can carry with them or have at their desks in order to better catch all the calls. IT should be testing this within a few weeks. Another alternative which is apparently very difficult with our phone system, would be to set up a group of other phones from which we could pick up the check-in line calls. Koha Upgrade to 17.05 Nov. 14<sup>th</sup> - ByWater Solutions, our partner in ILS services, performed the software upgrade overnight so there were no interruptions in service to our citizens. Recent adult programs facilitated by Mike included the Sunday 11/5 National Novel Writing Month event at JJGL and a demonstration of ReferenceUSA on 11/14, open to both staff and public at JJGL, 3:00 - 4:00. Vendor demonstrations are one way that we train the staff so that they understand the possibilities of the databases. We also encourage staff to attend webinars, and to look at help pages on the website. A representative from the Novelist database visited us a few months ago, and took a number of staff members through an afternoon of training with that database. Adult programming ideas for the spring include: Adult Coding Club, Beginners' Guide to Digitizing Your Personal Collections, Home Brewing for Beginners, What's the Buzz? Honeybees and Beekeeping and Trivia Night. JJGL is in the process of hiring a fourth

shelver. The position has been posted through November 14. Adrienne Dagley's part time library assistant position was downgraded at our request to be a badly-needed fourth part-time shelver position (15 hours/week).

**17-1134** Vice Chairman Pond called for the Director's Report. Library Manager, Lisa Bailey, delivered the Director's Report: I will say a few words from Spencer. We have a comparison from October 2016 to October 2017. I want to highlight a few numbers. One number that stood out as being down 20% was the number of library visitors. Spencer and I took a closer look at what we were doing last October, and we were doing early voting. We had thousands of people in to vote and we are pretty sure this is where the number difference was. Another statistic that we, as staff are always proud of, is in interlibrary loans. There are huge increases in the number of interlibrary loans, both received and borrowed. Also, we have an increase in the number of volunteer hours. It is very helpful for us when we can have volunteers help with shelving, and children's programming. We are very happy to have volunteers. The children's programming is still down. We are still understaffed. Once we get more staff on board, we can have many programs. Youth services have just completed their programming for spring as well.

Board members agreed to not have the Library Advisory Board meeting on December 21, 2017.

Board members unanimously approved the motion by Board member Lule, seconded by Board member Smith-Carter, to adjourn. Vice Chairman Pond, adjourned the meeting at 5:20 p.m.

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JOANN POND  
Vice Chairman