

McKINNEY PUBLIC LIBRARY SYSTEM ADVISORY BOARD

FEBRUARY 19, 2015

The McKinney Public Library System Advisory Board met in regular session in the Dulaney Room of the Roy and Helen Hall Library, 101 East Hunt Street, McKinney, Texas on February 19, 2015 at 5 p.m.

Board members Present: Coretta Lule, Jonathan Perera, Lisa Huang, Janet Farr, Nancy Montgomery-Warren, Amanda Frady

Staff Present: Beth Bormann, Interim Library Director, and Brenda Romero, Library Administrative Assistant as transcriber.

15-181 Minutes of the Library Advisory Board Meeting of January 15, 2015

Board members unanimously approved the motion by Board member Janet Farr, seconded by Board member Nancy Montgomery-Warren, to approve the minutes as presented.

15-182 Discuss Friends of the Library

Jo Dell' Antonia, Friends of the Library President, attended the Library Advisory Board Meeting to talk to the Board about the Friends of the Library's current goal of regrouping and transitioning into an active community driven committee. Jo, with the support of Beth Bormann, Interim Library Director, made the decision to withdraw from the scheduled Read Across McKinney event for October 2015. The group has lost too much time to begin preparing for the event and needs time to reorganize and move forward.

LIBRARY ADVISORY BOARD

February 19, 2015

PAGE 2

Jo shared with the Board how the Friends of the Library financially contributed to the library by providing the youth services department with \$2,000.00 needed for this year's upcoming summer reading programs as well as an additional \$1,500.00 needed for the summer reading conclusion/back to school celebrations for both Hall and JJGL. Financial support was also provided in the amount of \$500.00 from the Friends of the Library for the opportunity to host a bookmark contest, possibly during National Library Week. The money will cover costs of printing for the contest. The Friends of the Library will be acknowledged on the contest flyer. In addition, the Friends of the Library will financially support the cost of new customer friendly AV equipment for both Hall and JJGL totaling \$ 1654.74 (Two projectors - \$1353.32, two speakers - \$ 119.98, 8 cables and 8 adapters - \$ 181.44). We are currently piloting the use of the AV equipment at JJGL for community users at this time and see a need to reinstate the use of the AV equipment at both libraries. The Library team will provide signage indicating the new equipment is sponsored by the FOL and will also provide information about joining the Friends group with the equipment checkout package. Jo communicated to the Board, that the Friends of the Library raises money with membership donations and the purchase of Friends of the Library bags which are sold at both libraries. The revenue is then used to support Read Across McKinney events, financial support for library materials and

programs, children's summer reading programs, and cultural literacy programs for adults.

Jo asked the Library Advisory Board for guidance, suggestions, and support to help guide her in determining a long range plan to market, re-launch and draw in community members who would be driven to take the lead in moving forward creating an active Friends of the Library Group.

The board unanimously agreed on the importance of having an effective committee driven Friends of the Library Group within the City of McKinney. The board agreed the first step would be to establish a group of people willing to construct a long range plan of how to go about tackling the goal of marketing in addition to a re-launching for new Friends of the Library members. Beth will send a copy of the Friends of the Library Bylaws and Jo's contact information out to the Board members so they have a chance to review them and the opportunity to contact Jo with any leads they may have on individuals willing to work alongside her. Once a core team has been confirmed, the library will provide support with space and storage so the team can work together within in the months ahead to finalize a long range marketing plan to reach out to the community and engage interest in membership as well as find a solid team and leader to help spearhead the success of the Friends of the Library Group.

The Board unanimously agreed that upon receiving a yearly membership

contribution each contributor should receive an acknowledgement letter thanking them for their donation to the Friends of the Library and a reminder should be sent out reminding them when their membership will end. Currently the Friends of the Library do not send out letters to contributors thanking them for their donations and members are not aware when their membership becomes inactive. Jo agreed with the Board that moving forward letters will be sent out to new members and renewing members. Jo was complimentary to the Friends of the Library webpage and told Board members anyone interested in more information pertaining to the Friends of the Library should be directed to the Friends webpage accessible from the Library's main website.

15-183 Discuss Draft 2015-16 Library Goals and Activities

We will be working on fine-tuning the McKinney Public Library System Goals and Activities. The system's goals and activities will be in alignment with the City Council Goals and the City's ten year capital plan. Please look through the goals and activities before the next board meeting and come prepared with any thoughts or suggestions you may have.

15-184 Discuss Director's Report

Beth Bormann, Interim Library Director, provided the Board with an outline of the City of McKinney's current capital improvement plan listing

projects within current capacity and projects outside current capacity. The city is at the beginning stages of the plan with the expansion of JJGL looking to begin within the next 10 years. The City has been conservative with planning and the projects listed within current capacity can accelerate based on City revenue over the next couple of years. The bond election will take place this upcoming November in which case improvements will depend on the citizen's votes. The City does recognize how much the Library and Parks and Recreation is used by community members due to the response from the 2015 Citizens Survey. Serious space planning will need to be considered at JJGL to tide over space constraints until the expansion can take place. Discussion is in the works with staff of how shelving, tables, and chairs can be repositioned to provide more seating room for customers to eliminate them from sitting on the floor.

The timeline for the Library Director search has been extended. Beth Bormann announced to the Board she will remain until a new library director has been hired. ESL has been very successful at the Hall Library. Currently all classes are full and are consistently at capacity. We will evaluate adding other sessions in the future based on our community's needs. On March 20 and March 27 Public Safety will provide critical incident training for both Hall and JJGL library staff. The need to train employees and give them the confidence and tools for

response to a variety of emergency situations is crucial. Typically the library staff has one staff development day per year. We will be adding an additional staff development day this year in May prior to Summer Reading with team building activities tailored to increase forward thinking and a positive culture.

Architecturally the Hall Library is beautiful; however the building poses operational challenges with two floors, multiple wings and five service desks staffed hourly by library staff. We ran utilization reports on the Hall Library self-check machines and the non-fiction location was used the least and the self-check machine located in the children's department was used most frequently. We will move a self-check machine downstairs and begin piloting use at the fiction desk and schedule staff during peak demand times to provide more scheduling flexibility. In conjunction, we will also be re-directing our desk location for answering phones.

We are currently working through some long term and short term facility improvements; the monitor above the circulation desk is awaiting a new part. Once repaired it will be up and running again. The HVAC at the Hall Library will be assessed. The lighting in the lobby at both Hall and JJGL is also being evaluated by the Building Maintenance team. Some tile replacement work will be completed in the women's restroom at the Hall Library on the first floor and the shelving unit on the north side of the fireplace will be replaced to house a beverage machine for the

LIBRARY ADVISORY BOARD

February 19, 2015

PAGE 7

community and staff. The next Library Advisory Board Meeting will be held on Thursday, March 19, 2015.

Board members unanimously approved the motion by Board member Lisa Huang, seconded by Board member Coretta Lule, to adjourn at 5:42 p.m.

JONATHAN PERERA
Chair

LIBRARY ADVISORY BOARD

February 19, 2015

PAGE 8