

# CITY OF MANSFIELD

*104 South Wisteria  
Mansfield, TX 76063  
<http://www.mansfield-tx.gov>*



## **Meeting Minutes - Final**

**Wednesday, May 9, 2012**

**6:00 PM**

**Community Room**

**Mansfield Public Library Advisory Board**

1. **CALL TO ORDER**

*The meeting was called to order at 6:08 p.m. by President Suzonne Evans.*

*Members present were Suzonne Evans, Bobby Quinten, Sherri Chambers, Cindy Gray, Janice Knight, Judy Lee, Sharon Zambrzycki and ex-officio member Paula Highfill.*

*Library Staff present were City Librarian Steve Standefer, Assistant City Librarian Annette Weber and recorder Dorothy McGuinness.*

2. **ADOPTION OF MINUTES**

*Minutes of the April 11th meeting were adopted with a motion from Janice Knight, seconded by Bobby Quinten. The motion passed 7 – 0.*

3. **CITIZEN COMMENTS**

4. **CITY LIBRARIAN'S REPORT**

*Friends of the Library: Friends President Paula Highfill reported donations totaling approximately \$5500 to the Library for use with Books for Babies, Summer Reading Club, and acquisition of new children's materials.*

*2013 will see the tenth anniversary of Mansfield Reads! and the fifth anniversary of Mansfield Writes! Planning for both events will begin over the summer. The next Friends of the Library meeting will be Wednesday June 12th at 5:00 p.m. Ms. Highfill invited Board members and others at the meeting to come and contribute to selection of a book and author for Mansfield Reads 2013.*

*Budget preparation: Mr. Standefer reported that the FY 2013 budget season has begun. Attendant to that is the maintenance of effort (MOE) requirement for the library's accreditation by the Texas Library System. Mr. Standefer reviewed a letter he had written to the State Library asking for a waiver of the accreditation requirement for fiscal 2013. He also invited members of the Board to write to the State Library in support of this, assuring members that the fiscal side would be addressed in the next budget.*

*The first review of the proposed 2013 budget will be in June. Accreditation and the new library strategic plan will be elements of Mr. Standefer's justification of the new budget.*

*North Texas Library Partners (NTLP) overview: Mr. Standefer handed out a summary of the purpose and structure of NTLP and advised the Board that he is a member of the Partners' advisory committee. He encouraged Board members to contact him with any questions, comments or requests for further information that they may have.*

*City Council update May 29: Mr. Standefer and Youth Services Coordinator Annette Weber will brief Council at the meeting on May 29th about upcoming summer activities, and the library will possibly receive recognition for the TML Excellence in Libraries award that it has won. City Council meetings start at 7:00 p.m. with recognition and proclamations at the beginning. Mr. Standefer invited the attendance*

*of Board members.*

**5. LONG-RANGE PLANNING**

*Board member and planning facilitator Sharon Zambrzycki reviewed the work the Board did in April to develop an outline of the new strategic plan for 2013-2016. Ms. Zambrzycki defined the steps in the plan as goals (what) and strategies (how), and explained that both are subject to change over time, necessitating regular review. Mr. Standefer explained that the finished document will go to upper management to achieve unity of purpose before it goes to Council to get Council's blessing. The plan then becomes the map the library will follow in budgeting for service delivery.*

*Mr. Quinten will write an executive summary, and Mr. Standefer will put together an organizational description. Ms. Zambrzycki and Ms. Gray will work on revisions, and Ms. Evans will do the final edit. The goal will be to finalize everything at the next Board meeting in June.*

**6. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

*Judy Lee thanked all the Board members, but especially Ms. Zambrzycki, who acted as the facilitator, for the successful and productive planning session in April.*

*Ms. Zambrzycki expressed appreciation for the Mansfield-Arlington gadget workshops.*

*Ms. Lee suggested that the Friends buy T-shirts with catchy phrases for use by library volunteers.*

*Ms. Evans suggested that the Board members have name tags like the library staff's so that they may be readily identified when speaking before City Council and when attending relevant meetings and workshops.*

**7. NEXT MEETING**

*Wednesday, June 13, 2012, at 6:00 p.m. in the Community Room*

**8. ADJOURN**

*Meeting adjourned at 7:45 p.m. by Ms. Evans.*

**CERTIFICATION**

All meetings of the Mansfield Public Library Advisory Board and its committees are open to the public.

I certify that this agenda was posted at the main entrance and on the web site of the Mansfield Public Library by 5:00 p.m., Friday, May 4, 2012 , in accordance with City policy.

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Steven R. Standefer, MLS  
City Librarian