

# CITY OF MANSFIELD

*104 South Wisteria  
Mansfield, TX 76063  
mansfieldtexas.gov*



## **Meeting Minutes - Final**

**Wednesday, January 10, 2018**

**6:00 PM**

**Community Room**

**Mansfield Public Library Advisory Board**

1. **CALL TO ORDER**

*The meeting was called to order by President Suzonne Evans at 6:03 p.m.*

*Members Present*

*Cindy Kuster, Cindy Gray, Debra Collins, Suzonne Evans, Shelley Daunis, and Bobby Quinten*

*Members Absent*

*Kelvin Stroy, Ronnie Garcia and Friends President Carol Ann Grantham*

2. **APPROVAL OF MINUTES OF NOVEMBER MEETING**

*A motion to accept the November 8, 2017 minutes was made by Vice Pres. Bobby Quinten, seconded by Debra Collins. The minutes were approved unanimously.*

3. **CITIZEN COMMENTS**

*There were no citizens present.*

4. **FRIENDS OF THE LIBRARY UPDATE**

*Friends Secretary Shelley Daunis provided an update.*

*\* This year's Barnes and Noble book sale was not as successful as in the past.*

*\* The Friends are adding USB drives to the items they are selling at patron requests.*

*\* April 27, 2018 is the date for Mansfield Reads! 2018. The Friends are discussing minimizing the food provided at the event, as it is a considerable expense, and just provide a dessert of coffee and cookies. Also under consideration is a ticketed luncheon for the day before Mansfield Reads! 2018 catered by Savvy at Ben Barber. The Friends are working with the librarians to develop 18-20 programs related to Mansfield Reads! including a cooking class and movie night at Farr Best Theatre.*

*\* In a review of 2017: 85% of Friends revenue or close to \$10,000 went directly to the library. Friends membership was down.*

*\* The 2018 membership drive is coming up soon. Board members are encouraged to join.*

5. **DIRECTOR OF LIBRARY SERVICES REPORT**

*Library Update:*

*Director of Library Services Yolanda Botello provided the following updates:*

*\* Deborah Hathaway resigned from the Library Advisory Board. City Council will decide whether to fill the open position soon or to wait until October 2018.*

*\* The library backfilled the part-time position.*

*\* Faria Matin, Adult Services Librarian, is working with Ft. Worth ISD to provide GED/HSE (High School Equivalency) classes here at Mansfield Public Library. The program includes orientation and practice testing. Participants must prepare and pay for the final test on their own. Registration is on Morelibrary.org. The 3-day orientation is set for Monday, January 29, 2018.*

*\* A SCORE grant was received by the Public Libraries of Kennedale, Arlington, Grand Prairie and Mansfield to present a series of free workshops for small business owners. The upcoming workshop "Business Planning" will be held on different dates at each of the libraries. This full day (10 a.m.-2 p.m.) small business planning workshop will be*

*held at Mansfield Public Library on March 3, 2018. A mini workshop "Grant Writing 101 for Small Businesses" will be held at Mansfield Public Library on March 15, 2018, (6-8 p.m.).*

*\* Ms. Botello reminded all that after Mansfield Reads! 2018, summer events are right around the corner.*

*\* There is a culture and communication shift to call learning events, classes instead of programs. New classes at MPL include: "Power Point for Beginners", "Microsoft Excel" (one-on-one instruction), and "Spanish Language for Beginners".*

*\* The October – December FY18 quarterly circulation report to City Council was presented to the Board. Physical materials remain the vast majority of the circulation: Books and Materials 65.8%, DVD's 13.3, E-Books/E-Audiobooks 10.6%, In-House Use 6.7%, Audiobooks 3.3%, E-Magazines .2%*

*\* There is a new design for the library calendar utilizing a clean design with color-coding. The new flyers are color-coded for each age group.*

#### *Library Policies*

*Yolanda Botello explained that it is time to review and update the library policies since the last policy update was in 2013.*

*\* The board was asked to read through and identify possible updates to the policies.*

*\* As a group, the board will discuss proposed updates to the policies during upcoming board meetings.*

*\* For the next meeting, the Board will begin to discuss the Hours and Days of Operation and Patron Conduct and Attire sections.*

*\* Updates should include outdated terminology, other obsolete content, and contact list information. Other gaps should be identified such as disaster plan, active shooter plan, overall safety, etc.*

*\* Ms. Botello and Deputy City Manager, Shelley Lanners have discussed library staff participating in an active shooter training program.*

*\* The Board has a variety of backgrounds and skills that will prove invaluable with the updating and improvement of the policies.*

*\* Secretary, Cindy Kuster mentioned that the city may have a disaster plan that can be tailored for the library.*

*\* Cindy Gray mentioned that Mansfield Independent School District does have a disaster plan for materials.*

*\* Ms. Kuster asked if the library has written procedures that tie into the policies. Ms. Botello stated they do. She will check further to pull them together.*

*\* Any fees the library charges must be approved by the City Council.*

*\* Vice President, Bobby Quinten reiterated that the city must have a disaster plan that can be leveraged, and it is important to work on this.*

## **6. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

*\* Library Board President, Suzonne Evans reminded everyone to start reading the policies so that they can be discussed and edited, with additions as well as deletions, at subsequent meetings.*

*\* Ms. Evans mentioned having a group Board photograph taken. Ms. Botello said she will contact the photographer for the city (Anne) to set up a date. Cindy Kuster mentioned that the Board can wear their new library shirts for the photo.*

*\* Shelley Daunis asked where to find the Guidelines for Conduct of Library Advisory Board Meetings. Ms. Botello said she will locate the information and send it out.*

*\* The group discussed collecting examples and quotes from patrons regarding their satisfaction with the library (e.g., the maximum amount of savings for using library materials on a library receipt). This information could be included on the back of quarterly reports for the City Council or in upcoming presentations.*

*\* Director of Library Services Yolanda Botello shared what she learned in a social media class that 20% of the information communicated should cover what the library is doing, and the other 80% should engage the emotions.*

*\* National Library Week is in April. Customer satisfaction quotes and fun library facts could be shared.*

*The next Library Advisory Board meeting is scheduled for February 14, 2018 at 6:00 p.m.*

*With the Library Advisory Board size of nine (9), five (5) members are needed as a quorum for the meetings. The Board was reminded to let Ms. Botello know, in advance, if they are unable to attend.*

**7. ADJOURN**

*The meeting was adjourned by President Suzonne Evans at 6:53 p.m.*

**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, January 5, 2018, in accordance with City policy.

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Yolanda Botello, MLS  
Director of Library Services