

# CITY OF MANSFIELD

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



## Meeting Minutes - Final

Wednesday, March 14, 2018

6:00 PM

Community Room

**Mansfield Public Library Advisory Board**

1. **CALL TO ORDER**

*The meeting was called to order by Vice President Bobby Quinten at 6:00 p.m.*

*Members Present*

*Bobby Quinten, Kelvin Stroy, Debra Collins, Cindy Kuster, Cindy Gray, and Friends  
President Carol Ann Grantham*

*Members Absent*

*Suzonne Evans, Ronnie Garcia, and Shelley Daunis*

2. **APPROVAL OF MINUTES OF JANUARY MEETING**

*Cindy Gray corrected the minutes, eighth bullet under Library Policies, to read "Mansfield Independent School District instead of Arlington Public Library." A motion to accept the January 10, 2018 minutes as corrected was made by Kelvin Stroy, seconded by Cindy Gray. The minutes were approved unanimously.*

3. **CITIZEN COMMENTS**

*There were no citizens present.*

4. **FRIENDS OF THE LIBRARY UPDATE**

*Friends of MPL President Carol Ann Grantham provided the update:*

- For the Mansfield Reads! 2018, there are two paid programs the Friends are hosting at Ben Barber: a cooking class "Texas Cooking with a Twist" on Thursday, April 19, at 5:30 p.m. and a "Meet the Author Luncheon" on Thursday, April 26 at 11:00 a.m. Registration and payment for the cooking class (\$50.00) and the luncheon (\$25.00) can be made on the Friends website: MANSFIELDLIBRARYFRIENDS.ORG.*
- RSVP is required for Mansfield READS! 2018, "An Evening with the Author", Carlton Stowers, Friday, April 27, at 7:00 p.m. There will be no appetizers this year, just coffee and desserts at the end.*
- Doors for Mansfield READS! 2018 will open at 6:30 p.m.*
- Barnes and Noble will not be here this year to sell the books. However, the Mr. Stowers will have two of his other books for sale that evening. On Texas Backroads is currently for sale at the Library from the Friends of MPL for \$10.*
- The Friends of MPL will be at the City Council meeting on March 26th at 7:00 p.m. to present Council members with a copy of the READS! 2018 book, On Texas Backroads. At which time, City Council will make a proclamation for Mansfield Reads! 2018.*

5. **DIRECTOR OF LIBRARY SERVICES REPORT**

*Library Update*

*Director of Library Services Yolanda Botello provided an update:*

- *There will be seven weeks of Mansfield READS! 2018 programming this year.*
- *As Community Outreach, the Library will have a booth at the Pickle Parade on March 17 and will have a "Guess the Number of Baby Pickles in the Jar" game as well as present information about other Library programs.*
- *Ms. Botello attended a strategic city planning meeting with executive staff earlier in March. Most departments are lacking staff. Police and Fire are the priority. There currently is no projection for a new library.*
- *The Library Annual State Report has been submitted. In the past two years, more information regarding indirect costs was needed, but this year indicates the preliminary MOE (Maintenance of Effort) number has been met. A response in April will indicate if anything further is needed.*
- *The Library has received the TMLDA award for library excellence in FY 2017. This award is planned to be presented at the City Council meeting on April 9th during National Library Week (April 8-14, 2018). Youth Services Librarian Julie Crisafulli, Adult Services Librarian Faria Matin, and Director of Library Services Yolanda Botello will be attending the PLA (Public Library Association) Conference in Philadelphia next week (March 19-23, 2018). Ms. Matin and Ms. Botello will also be at the TLA (Texas Library Association) Conference in Dallas the first week of April. Ms. Botello and Ms. Matin along with librarians from Kennedale and Frisco will be presenting a program at TLA entitled: "Using What You Have, When You Don't Have Everything You Need."*
- *Regarding disaster planning, the city is having a safety meeting on site in each department. On March 28, the Library staff will be trained by the Mansfield Police on current issues of safety. This is a city wide department training tailored individually to meet the specific needs of the department.*
- *The Library will receive a Mansfield 88 piano with a "steampunk theme" and plans to schedule an unveiling with City Council for the piano.*

#### *Budget Update*

- *A zero based budget approach for FY19 will be followed as it was the previous year.*
- *There are priority 1, 2, and 3 items, and the expectation is that only must-have to operate (priority 1) items will be funded.*
- *There are plans to fund an outdoor book drop this year. The fire chief will provide input on the location.*
- *The FY19 budget must be submitted by the end of April. The Library budget meeting with the City Management Team and the Finance Department will be on May 11th.*
- *The Library is currently trying to hire one or two part-time positions, either year-round or seasonal (especially needed for the summer). These positions are currently frozen.*

*Library Policies*

- *The group discussed edits to the current version of the policies document.*
- *Add Kennedale Public Library alongside Arlington Public Library, as Kennedale is also in the consortium.*
- *Teen computer age needs to be updated from 12 years old to 9 years old, per a recent change.*
- *Add the disaster plan as a separate paragraph in the document.*
- *Keep the existing no eating and drinking policy.*
- *Director of Library Services, Ms. Botello will make edits to the document, and the Board will review the updated version.*

**6. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- *Ms. Botello stated that the Library Advisory Board picture will be scheduled for the May meeting instead of April. She will check with Belinda Willis, Director of Communications and Marketing as to the proper Board attire for the photo.*
- *The next Library Advisory Board meeting is scheduled for April 11th, 2018 at 6:00 p.m.*

**7. ADJOURN**

*The meeting was adjourned by Vice President Bobby Quinten at 6:57 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., March 9, 2018, in accordance with City policy.

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Yolanda Botello, MLS  
Director of Library Services