

# CITY OF MANSFIELD

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



## Meeting Minutes - Final

Wednesday, May 13, 2020

6:00 PM

Community Room

**Mansfield Public Library Advisory Board**

**THIS MEETING WILL BE HELD BY VIDEO CONFERENCING.**

**To join the meeting go to**

**Zoom Meeting**

**[https://mansfieldtexas.zoom.us/j/98333534906?](https://mansfieldtexas.zoom.us/j/98333534906?pwd=RXJHUVpiTWREeU9JL08rM3BBWjFTQT09)**

**[pwd=RXJHUVpiTWREeU9JL08rM3BBWjFTQT09](https://mansfieldtexas.zoom.us/j/98333534906?pwd=RXJHUVpiTWREeU9JL08rM3BBWjFTQT09)**

**Or call in at 888 788 0099 US Toll-free**

**Meeting ID: 983 3353 4906**

**Password: 568879**

**If you would like to submit citizen comments via email, please send an email to [mansfieldpubliclibrary@mansfieldtexas.gov](mailto:mansfieldpubliclibrary@mansfieldtexas.gov) by noon on May 13, 2020.**

**1. CALL TO ORDER**

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

*Board Members Present:*

*Cindy Kuster, Cindy Gray, Debra Collins, Suzonne Evans, Yolanda Botello, Bobby Quinten, Kelvin Stroy, Maggie Martin and ex officio Friends Interim President Kathy Allen*

*Library Staff Present:*

*Director of Library Services Yolanda Botello, Adult Services Librarian Faria Matin, and Library Administrative Assistant II Dorothy McGuinness*

*City Staff Present:*

*Deputy City Manager, Shelly Lanners*

*Citizen Present:*

*Paula Highfill*

*Board Member Absent:*

*Richard Ajenikoko*

**2. APPROVAL OF MINUTES OF FEBRUARY MEETING**

*A motion to accept the February 12, 2020, minutes was made by Debra Collins and seconded by Kelvin Stroy. The minutes were approved unanimously.*

**3. CITIZENS COMMENTS**

*There were no citizen comments.*

**4. FRIENDS OF THE LIBRARY UPDATE**

*Friends' treasurer Paula Highfill provided the following update: the Friends are still deciding whether they should try to reschedule the current Reads author event for a Fall 2020 date or move it to the Spring of 2021. The Friends were able to recoup some of their expenses and certain sponsors have allowed them to keep their donation and use it for other purposes.*

*The Friends participated in North Texas Giving Day and earned \$750.00. They are currently searching for someone to manage their website and newsletter. Some members are working to organize the contact list and trying to boost the Friends membership.*

**5. DIRECTOR OF LIBRARY SERVICES REPORT**

*Director of Library Services Yolanda Botello provided the following update: The Library closed to the public on March 14th but staff has been working from home or rotating into the Library. Library curbside pickup service started on May 4 with the staff working in two groups in order to maintain social distancing.*

*On Monday, May 11, the City Council voted to start opening City facilities. The Fire Chief and City's infectious disease expert viewed the library to assess its safety needs and to provide recommendations on how to safely reopen and move forward. To prepare for opening, the following steps have been taken. On Wednesday, May 13, 2020, the Library had hand sanitizer stations installed and sneeze guards placed at the checkout stations. Books that are touched by patrons while in the Library, but not checked out, are to be placed on designated carts and follow the 96-hour quarantine procedure. Furniture was moved and the soft seating area was closed off in order to facilitate social distancing and to discourage gathering. The Friends' Book Sale has also been suspended. Patrons will be encouraged to select what they want and leave.*

*Patron use of Library computers will be allowed with the implementation of various safety measures. Due to social distancing, a limited number of computers will be available (four computers total). There will be a 30 minute time limit with no extension of time. Library staff will need time to clean each station after use by disinfecting the keyboard, mouse and table, etc. before the next person can use it. At a 25% capacity, the Library can only have up to 30 people at a time, The City is working closely with the Governor's orders which state that masks are not required, but encouraged.*

*Deputy City Manager, Shelly Lanners mentioned that the City will receive county and federal reimbursement funds for anything related to Covid-19.*

*The Library is planning on opening on Monday, May 18, starting off with shortened hours, 10a.m.-5 p.m., Monday-Friday and 10a.m.-3 p.m. on Saturday. This will leave the staff time to properly clean and disinfect the Library each day.*

*There will not be any "In-Person" programs until September or October 2020. The Summer Reading Club runs from June 1-July 31, 2020. This year all summer programming will be virtual.*

*Budget: The Library expansion is currently at a standstill. Budget meetings are in progress. The sales tax revenue has been impacted by the shutdown so the City budget will also be impacted. The City is evaluating all the circumstances and is looking at how quickly it can recover. The tech truck is still moving forward as the van was ordered before March of 2020 and the conversion company is ready to go. However, the outreach librarian position is frozen.*

**6. OLD BUSINESS**

*None.*

**7. NEW BUSINESS**

*None.*

**8. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

*Kelvin Stroy shared that he is resigning from the Library Advisory Board because he is moving out of Mansfield. Therefore, this is his last Board meeting. The Board members thanked him for his service.*

*Suzonne Evans inquired about Library Advisory Board member Shelley Daunis. Pres. Bobby Quinten responded that the family has just recently relocated to Illinois necessitating Ms. Daunis to also officially resign.*

*Shelly Lanner's shared that staff and patron safety is the number one priority. The City management is working hard to make sure that the Library and all staff members are taken care of in the safest manner possible.*

*The next Library Advisory Board meeting is scheduled for June 10, 2020 at 6:00 p.m. as a virtual meeting.*

**9. ADJOURN**

*The meeting was adjourned by President Bobby Quinten at 7:00 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, May 8, 2020, in accordance with City policy.

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Yolanda Botello, MLS  
Director of Library Services