

CITY OF MANSFIELD

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



Meeting Minutes

Wednesday, September 9, 2020

6:00 PM

Community Room

Mansfield Public Library Advisory Board

1. **CALL TO ORDER**

The meeting was called to order by Bobby Quinten at 6:01 p.m.

Board Members Present:

Bobby Quinten, Cindy Kuster, Cindy Gray (via Zoom), Debra Collins, Maggie Martin, and Richard Ajenikoko

Library Staff Present:

Director of Library Services Yolanda Botello, Assistant Director of Library Services Faria Matin, Youth Services Librarian Julie Crisafulli, and Library Administrative Assistant II Dorothy McGuinness.

Citizen Present:

None

Board Members Absent:

Suzonne Evans and ex officio Friends Interim President Kathy Allen

2. **APPROVAL OF MINUTES OF JULY MEETING**

A motion to accept the July 8, 2020 minutes, as written, was made by Debra Collins and was seconded by Cindy Kuster. The minutes were unanimously approved.

3. **CITIZEN COMMENTS**

None

4. **FRIENDS OF THE LIBRARY UPDATE**

Bobby Quinten shared the following Friends update since Interim Friends President Kathy Allen was absent. It is only one month away from the virtual Mansfield READS 2020 event scheduled for Thursday, October 8, at 7:00 p. m. with John Hart, author of the Last Child who will present from his home in New York. Registration is open. So far, 11 people have registered. A Zoom webinar will be available for those participating who are not members of Facebook.

September 17 is North Texas Giving Day. To promote the Friends of MPL's participation in this annual fundraiser day, Mayor Cook posted the video of his reading of two children's books: Pete the Cat and The Very Hungry Caterpillar on U-tube. Mouser Electronics and Mayor Cook have already pledged \$1,500 each. Mayor Cook's pledge is a matching fund.

Every year the Friends of MPL apply to the Mansfield Women's Club for grant money. The Friends were not selected in 2020, but have been notified that they will be assigned a month during the MWC 2020-2021 year to receive the monthly philanthropic cash donation from the members.

Due to Covid-19 and quarantining procedures, the Friends are still not selling books in the foyer.

No READS 2021 book has been selected yet, however, Memorial Drive, a memoir by

Natasha Trethewey is a possibility.

5. DIRECTOR OF LIBRARY SERVICES REPORT

Library Update: The Library has had access to the CARES Act funding from the City of Mansfield. The following have been funded:

Quipu Group, an online library card (e-card) software program is expected to go "Live" in the next one to two months; camera equipment, software, etc. for virtual programs; launch pads, preloaded tablets, and additional Chromebooks and Wi-Fi hotspots, 11 will be available by next week.

The following three items are on the waitlist for approval: RFID tags, Holds locker, and 3 portable Rooms.

Ms. Matin stated that all staff members are Sensory certified. A sensory room is needed but due to the touchable nature of the items, the Library currently cannot move forward with this program.

The item quarantine time is moving to 7 days. New studies have indicated that items can have traces of contamination after 6 days, so the library is being cautious.

Budget: The Budget is not yet finalized. Three readings are still needed for approval: Friday, September 11 at 8 a.m.; Monday, September 14; and Tuesday, September 15. The budget will be official after the third reading. The FY starts on Oct. 1, 2020, so the Library will be able to start purchasing Oct. 1.

The Friends donation for the Summer Reading Club will be used for later fall programs.

Library Expansion: The Library has met with the architecture firm, Komatsu of Ft. Worth. The Council meeting on August 24 approved the architect and sealed bids for the expansion/renovation. Once contracts are signed, the design process will begin.

Library Positions Open: There are two open library positions: 1 full time community outreach librarian, and 1 clerk position.

Both positions have been posted and applications are being received. The hire date would be Oct. 1 or after. Interviews for the library clerk position will start next week. The Librarian position requires more education and experience, so interviews and start date will be a little later for that position. These positions are important as understaffing can adversely affect Library accreditation.

6. OLD BUSINESS

Strategic Plan Draft: A COVID-19 addendum to describe how the pandemic changed the 5 year plan has been added to the plan. Each section may have COVID notes. It was suggested that it be framed as "contingency adaptations for crises".

Director of Library Services, Ms. Botello will email a copy of the Strategic Plan draft to Board Members who have been asked to bring thoughts for each section to the next meeting.

7. NEW BUSINESS

Library Board Member Positions: Two new board members were appointed on August 31 by City Council. The new Library Advisory Board Members are Althea Chaderton and Emily Bauer. The terms start October 1, 2020. City Council will reappoint current

Board members: Cindy Kuster, Maggie Martin and Suzonne Evans on Monday Sept. 14.

Joe Smolinski has been appointed as the new City Manager of Mansfield.

8. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Dorothy McGuinness has officially set her retirement date for Oct. 30, 2020. She thanked everyone for their good wishes. Retirement party TBA.

The next meeting is scheduled for Wednesday, October 14, 2020, at 6:00 p.m

9. ADJOURN

The meeting was adjourned by President Bobby Quinten at 7:23 PM.

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, September 4, 2020, in accordance with City policy.

Yolanda Botello, MLS
Director of Library Services