

CITY OF MANSFIELD

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



Meeting Minutes

Wednesday, October 14, 2020

6:00 PM

Community Room

Mansfield Public Library Advisory Board

1. **CALL TO ORDER**

The meeting in person and via Zoom was called to order by President Bobby Quinten at 6:03 p.m.

Board Members Present:

Bobby Quinten, Cindy Kuster, Debra Collins, Emily Bauer, Althea Chaderton, Suzonne Evans (via Zoom), Maggie Martin (via Zoom), Cindy Gray (via Zoom) and ex officio Friends President Kathy Allen.

Library Staff Present:

Director of Library Services Yolanda Botello, Assistant Director of Library Services Faria Matin, Library Administrative Assistant II Dorothy McGuinness and Library Administrative Assistant II Blacey Bailey.

Citizen Present:

Paula Highfill

Board Members Absent:

Richard Ajenikoko

2. **APPROVAL OF MINUTES OF SEPTEMBER MEETING**

A motion to accept the September 9, 2020 minutes, as written, was made by Debra Collins and was seconded by Cindy Kuster. The minutes were unanimously approved.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **FRIENDS OF THE LIBRARY UPDATE**

Friends' President Kathy Allen gave the update. The virtual Mansfield Reads event with author John Hart took place on October 8, 2020. There are still books available for purchase. The Friends voted to move the next Reads event to October 2021, to coincide with National Friends of the Library Week.

The North Texas Giving Day event in September generated \$6,031.00 for the Friends. This was a 36% increase in the number of donors.

5. **DIRECTOR OF LIBRARY SERVICES REPORT**

Director of Library Services Yolanda Botello provided the following update:

Budget: The city budget for fiscal year 2021 has been officially approved. The library is starting to slowly continue collection development and purchase the materials that it was previously missing.

Library Positions: Vacant positions are being filled, including the community engagement librarian. The first round of interviews for this position concluded this week. The second round will begin soon and include the deputy city

manager. Due to Dorothy McGuinness' retirement in October 2020, her vacated position is being filled internally by promoting Blacey Bailey to Administrative Assistant II. Ms. Bailey's position will be backfilled soon.

Outreach Vehicle: The library has received its outreach vehicle. It is currently being customized which will take 6-8 weeks. Once returned, it will go to the design wrap company to get a complete custom wrap for the mobile marketing. The design of this new outreach position is evolving with Covid-19 in mind.

Library Expansion: The contracts are signed for the library expansion. The library is currently waiting to set up meetings for the design process. In addition to the library expansion, library Director, Yolanda Botello, is currently working on the Man House restoration project. Construction is nearing completion. The ribbon cutting and dedication ceremony is scheduled for October 30 at 10:00 am. Unfortunately, there have been some construction delays due to structural problems, but the deadline is near approaching.

Resources: Ms. Botello has provided the library board with helpful links and useful resources explaining the library board role. She briefly described them for the benefit of both new and continuing members. She also shared information regarding Texas Library Association membership. Board members can fill out the form and return it to Dorothy or Blacey.

6. OLD BUSINESS

Strategic Plan Draft: Since the last board meeting, Ms. Botello and Ms. Martin have been working hard on the strategic plan. Once the content is complete, the Communications Director, Belinda Willis, will review grammatical structure and flow. Ms. Botello wants our plan to be compatible with the City's plans. The library's annual report, due in March 2021, requires that a library strategic plan has been adopted. There is no timeline, as the strategic plan is still a work in progress. Once it is completed and edited, the board will have an opportunity to review it again. After that, the board will vote to adopt the strategic plan.

7. NEW BUSINESS

November's meeting agenda will include suggested changes to the By-laws and the election of Officers.

8. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Board members enjoyed John Hart and thanked Dorothy for her years of service to the library. Dorothy's retirement party will be 10-28-2020 at 10:00 am.

The Man House ribbon cutting will be 10-30-2020 at 10:00 am

The next meeting is scheduled for Wednesday, November 11, 2020, at 6:00 p.m.

9. ADJOURN

The meeting was adjourned by President Bobby Quinten at 7:16 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, October 9, 2020, in accordance with City policy.

Yolanda Botello, MLS
Director of Library Services