

**Library Board
Library Meeting Room
3815 Sachse Road, Building C**

**Regular Meeting Minutes
Monday, July 9, 2012**

Present

Board Members: President Robert Rodgers, Vice President Judith Lensch, and members, Dia Rhoden, Dixie Scogin, Patrece King, Diane Model.

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Call to order

Robert Rodgers called the meeting to order at 7:00 p.m.

2. Invocation and Pledge of Allegiance to the United States and Texas Flags

Dia Rhoden gave the invocation. The pledges were not said because the flags were not present.

3. Approval of Minutes

The minutes from the June 11, 2012 regular meeting were reviewed. Judith Lensch made a motion to accept the minutes with the correction of the spelling of Robert Rodgers' last name. It was seconded by Patrece King. The June minutes were unanimously approved.

4. Friends Report

Kathy Cobb spoke about the upcoming Book Sale in August. They still need volunteers to help with the set up and sale of the books. Last year the Kroger's card generated \$2500.00 for the library. Kathy passed out more cards and encouraged us to hand them out to help generate money for the library.

5. Exhibits and Display Policy

The city manager found a copy of the 1995 exhibit policy. It was agreed upon by the city to adopt the new policy written in June by the library board with the following changes: The purpose statement will include, *Space for exhibits and displays is intended primarily for the use of the library and the City of Sachse. Any remaining space is available for individuals and organizations to provide exhibits or displays of an educational, cultural, or intellectual nature.*

Under Plans of Exhibits B, they added items 4 and 5.

4. Exhibitors will be allowed to place exhibits in the library for a thirty day period.

5. Exhibitors may apply for an additional thirty day period with the Library Manager's approval.

The library board would also like to add that it be titled Sachse Library Exhibits Policy, with a statement under the title that should read, The library will provide access to materials to fulfill informational, educational and recreational needs of the community.

Dia Rhoden made a motion to send the corrected exhibit policy to the city council for approval. It was seconded by Dixie Scogin. The motion passed.

6. Library Manager Report

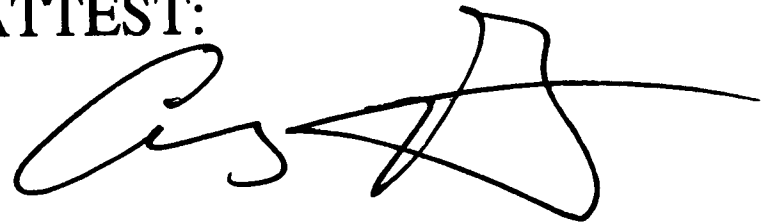
There is an increase in wireless use and the program attendance has had a huge increase with over 400 in attendance. This increase in program attendance has not shown an increase in circulation for this month. The budget meeting will be on Saturday, July 14th at 8:30 am.

7. Announcements

Mignon Morse worked the booth that gave out the glow stick on July 3rd, at Heritage Park. She also handed out Kroger cards and promoted the library. Dia Rhoden is going to contact Half Price Books for donations for the book sale. She also has been given some Young Adult books to be used by the library.

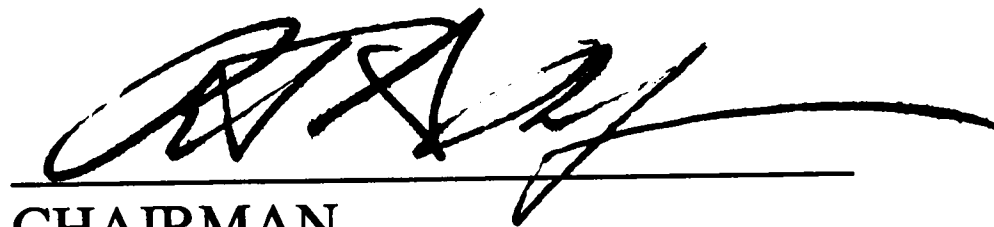
Judith Lensch made a motion to adjourn the meeting, it was seconded by Patrece King. The motion carried and the meeting was adjourned at 8:00 p.m.

ATTEST:



SECRETARY

APPROVED:



CHAIRMAN



Sachse, Texas

Sachse City Hall
3815 Sachse Road
Building B
Sachse, Texas 75048

Meeting Agenda

Library Board

Monday, July 9, 2012

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, July 9, 2012, at 7:00 p.m. in the Library Meeting Room at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:

1. Call to Order

2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags

3. 12-0940 Consider approval of minutes of June 11, 2012 meeting.

Executive Summary

Review and consider approval of the June 11, 2012 meeting minutes.

Attachments: [library minutes 061112.pdf](#)

4. Friends Report

5. 12-0902 Discuss and consider approval of Exhibits Policy.

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Attachments: [lib res exhibits policy.pdf](#)
[lib Exhibits Policy 1995.pdf](#)
[lib Exhibit Policy PPLS 2009.pdf](#)
[lib rockwall exhibits policy.pdf](#)

6. 12-0941 Library Manager's report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

This item presents the Manager's report.

Attachments: [lib June 2012 stats.pdf](#)

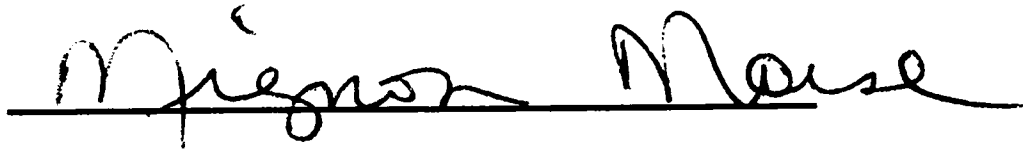
7. Library Board announcements regarding special events, current activities, and local achievements.

8. Adjournment

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time.

Posted: July 6, 2012; 5:00 p.m.

Mignon Morse, Library Manager



If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.

Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048



Legislation Details (With Text)

File #: 12-0940 **Version:** 1 **Name:** Consider approval of minutes of June 11, 2012 meeting.
Type: Agenda Item **Status:** Agenda Ready
File created: 6/26/2012 **In control:** Library Board
On agenda: 7/9/2012 **Final action:**
Title: Consider approval of minutes of June 11, 2012 meeting.

Executive Summary
Review and consider approval of the June 11, 2012 meeting minutes.

Sponsors:

Indexes:

Code sections:

Attachments: [library minutes 061112.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of minutes of June 11, 2012 meeting.

Executive Summary

Review and consider approval of the June 11, 2012 meeting minutes.

Background

Review and consider approval of the minutes of the June 11, 2012 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Review and approve minutes from the June 11, 2012 Library Board meeting.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C**

**Regular Meeting Minutes
Monday, June 11, 2012**

Present

Board Members: President, Robert Rogers, members Dia Rhoden, Dixie Scogin, Judith Lensch, and Diane Model.

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Call to Order

Robert Rogers called the meeting to order at 7:00 p.m.

2. Invocation and Pledge of Allegiance to the United States and Texas Flags

Robert Rogers gave the invocation and the pledges were said.

3. Approval of Minutes

The minutes from the May 14, 2012 regular meeting were reviewed. Judith Lensch made a motion to accept the minutes as corrected under the Friends Report for Dr. Edward Gilbert instead of Colbert. Dia Rhoden seconded the motion. The May minutes were unanimously approved as corrected.

4. Friends Report

Kathy Cobb provided an update on the Friends activities. The presentation by Dr. Gilbert was well received. The book sale will be August 16, 2012, for members and August 17 – 18 2012, for the public. Kathy provided bookmarks for board members to garner donations for the sale. She also gave out Kroger's Neighbor to Neighbor Program cards that benefit the library and encouraged board members to spread the word of the program. She will be speaking to the Chamber of Commerce, June 12, 2012. The Summer Reading Kick Off was a huge success.

5. Exhibits and Display Policy

Mignon was approached by an Art group to put a display in the library. After meeting with the city manager it was decided that there should be a policy for Exhibits and displays. Mignon researched other area library policies on Exhibits and displays and wrote one for the Sachse Library. She also included an item on Bulletin Boards. There was a motion to approve the Policy of Exhibits as numerated, by Judith Lensch and seconded by Diane Model. Mignon will rewrite the Exhibit and Display Policy and

present it to the City Council for approval. She will bring the revised Policy to the next meeting. The Bulletin Board portion was tabled until she meets with the city attorney.

6. Library Managers Report

Library Manager's Report including announcements, statistics, upcoming projects, events and community outreach.

Mignon Morse reported on the Summer Kick-off Party. There were 500 packets made for the Summer Reading Program and they have all been given out. There are no statistics for last year's Kick Off for comparison.

7. Announcements

There were no announcements.

Dixie Scogin motioned for the meeting to be adjourned, it was seconded by Dia Rhoden. The motion carried and the meeting was adjourned at 8:10 p.m.

Secretary

Chairman

Sachse, Texas



Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #:	12-0902	Version:	1	Name:	Discuss and consider approval of Exhibits and Display Policy
Type:	Agenda Item	Status:			Agenda Ready
File created:	6/5/2012	In control:			Library Board
On agenda:	7/9/2012	Final action:			
Title:	Discuss and consider approval of Exhibits Policy.				

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Sponsors:

Indexes:

Code sections:

Attachments: [lib res exhibits policy.pdf](#)
[lib Exhibits Policy 1995.pdf](#)
[lib Exhibit Policy PPLS 2009.pdf](#)
[lib rockwall exhibits policy.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider approval of Exhibits Policy.

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Background

There is a need for a policy establishing guidelines regarding placement of exhibits in the Library. The attached policy establishes those guidelines.

Policy Considerations

Consider this policy as guidelines for placement of all public exhibits placed on display within the Library.

Budgetary Considerations

N/A

Staff Recommendations

Consider approval of the Exhibits Policy for the Sachse Public Library.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACHSE,
TEXAS, APPROVING THE SACHSE PUBLIC LIBRARY EXHIBITS
POLICY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Sachse, Texas, desires to provide effective and efficient library services to meet the needs of its citizens; and

WHEREAS, the City Council of the City of Sachse has been presented with the Sachse Public Library Exhibits Policy (the "Policy") that was approved by the Library Advisory Board on June 11, 2012, to provide guidelines for the exhibits displayed in the Sachse Public Library; and

WHEREAS, upon full review and consideration of the Policy and all matters related thereto, the City Council is of the opinion and finds that the Policy should be approved and adopted by the Sachse Public Library.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SACHSE, TEXAS, THAT:**

SECTION 1. The Policy attached hereto as Exhibit "A," is approved and shall be adopted by the Sachse Public Library.

SECTION 2. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Sachse, Texas, this the _____ day of _____, 2012.

CITY OF SACHSE, TEXAS

Mike Felix, Mayor

ATTEST:

Terry Smith, City Secretary

EXHIBIT A EXHIBITS POLICY

PURPOSE

Exhibits function as an integral part of the Library's total program of public service and are planned to direct the attention of the public to the materials, services and mission of the library. *Suggested addition from old policy: Space for exhibits and displays is intended primarily for the use of the Library and the City of Sachse. Any remaining space is available for individuals and organizations to provide exhibits or displays of an educational, cultural, or intellectual nature.*

PLAN OF EXHIBITS

- A. The library shall control the content and arrangement of all exhibits. The Library Manager reserves the right to reject any part of an exhibit or to change the manner of display if the items to be exhibited are contrary to the library's community responsibility.
- B. Booklists, posters, signs, brochures, publicity and all materials relative to any exhibit shall be controlled by the library.
 - 1. The library will utilize materials from its own holdings whenever possible to publicize the collections and services of the library.
 - 2. Non-solicited requests for display space from outside exhibitors shall be directed to the Library Manager, who will evaluate the requests.
 - 3. Final authority regarding the acceptance or rejection of outside exhibits for the library display rests with the Library Manager.
 - 4. **Exhibitors will be allowed to place exhibits in the library for a thirty day period.**
 - 5. **Exhibitors may apply for an additional thirty day period with the Library Manager's approval.**

CONDITIONS OF EXHIBITS

- A. The Library will provide no insurance for exhibits. However, reasonable precautions will be taken to assure the safety of all exhibits. Locked exhibit cases will be used if available.
- B. The Library shall in no way act as agent for the sale of items from an outside exhibit.
 - 1. Purchase prices shall not be posted, nor shall they be listed in exhibit brochures.
 - 2. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the outside exhibitor or his/her official agent.
 - 3. Transactions for the purchase of exhibit items shall be directly between the purchaser and the outside exhibitor or his/her official agent. Such transactions shall not be conducted in the Library.
 - 4. The library shall receive no fees, commissions or other enumeration in connection with the sale of material from outside exhibits.
 - 5. In accordance with items 1-4 under Conditions of Exhibit B of this policy, no exhibit material, which is sold during its display in the library, may be removed from the exhibit before the end of the exhibition period, unless the Library Manager approves such removal and rearrangement of the display.

- C. Unclaimed exhibit materials may be disposed 30 days after the end of the exhibit period.

EXHIBIT LOAN AGREEMENT FORM

This certifies that I have read, understand, and will honor all sections of the POLICY ON EXHIBITS of the Sachse Public Library.

Signature

Date

Name *(please print)*

Organization

Address City ZIP

Phone: Home Work/Cell

Title of Exhibit

Place of Exhibit

Dates of Exhibit

Description *(include condition of items)*

Library Manager Signature

Date

MINUTES OF THE REGULAR MEETING
OF THE
CITY COUNCIL OF THE CITY OF SACHSE

April 17, 1995

The City Council of the City of Sachse held a Regular Meeting on Monday, April 17, 1995 at 7:30 p.m. at the Sachse City Hall after proper notice. The following were present:

*Mayor Larry Holden
Mayor Pro Tem Pat Boyd
Councilmember Randy Glover
Councilmember Mike Felix
Councilmember Bob Jones
Councilmember Jim Szot
City Manager Lloyd Henderson
City Secretary Terry Smith*

1. Consent Agenda: Mayor Pro Tem Boyd requested to pull Item #4 for further discussion. Mayor Pro Tem Boyd moved to approve the Consent Agenda consisting of Items #2, #10, #11, #12, #13, & #14. The motion was seconded by Councilmember Szot and carried unanimously. The Consent Agenda consisted of Item #2 Minutes of the April 3, 1995 Regular Meeting; Item #10 Consider adoption of a bulletin board display policy for the Sachse Public Library; Item #11 Consider Ordinance No. 1257 amending Chapter 5 of the Sachse Code of ordinances requiring installation of smoke detectors and certain inspections for duplex and multi-family residential dwellings, providing for regulation of fire lanes, and providing regulations for liquified petroleum gas storage containers; Item #12 Consider Ordinance No. 1258 amending Chapter 6, Section 2 of the City of Sachse Code of Ordinances regarding smoking in municipal facilities; Item #13 Resolution No. 1259 designating Thursday, May 4, 1995 as National Day of Prayer in Sachse; Item #14 Ordinance No. 1260 amending Chapter 3 of the Sachse Code to add Section 13 providing for Inspection, Repair, and Maintenance Standards for Duplexes and Multi-family dwellings. *

3. Citizen Input: Natalie Roetheli invited everyone to the Friends of the Library's Meet the Candidates Night on Thursday, 7:30 p.m. at the library.

4. Consider a request by the First Assembly of God Church to abandon a part of Floyd Street between Third and Forth Streets and approve plans to construct a concrete parking lot.

CITY OF SACHSE
CITY MANAGER'S AGENDA COMMENTS
AGENDA ITEM NO. 10

DATE: April 13, 1995

SUBJECT: Library Bulletin Board Policy

The Library Board met on Monday evening, April 10, 1995 and voted to revise the Bulletin Board Policy. Attached for your consideration is a copy of their revised policy. This policy omits the two items grandfathered, the Sachse Historical Society and Pet Pals from compliance with the policy. They are now treated as all others. All other items are the same as the original policy presented to council on April 3rd.

DISPOSITION BY COUNCIL: APPROVED _____ DISAPPROVED _____

OTHER _____

SACHSE PUBLIC LIBRARY DISPLAY POLICY

The library will provide access to materials to fulfill informational, educational, and recreational needs of the community.

Bulletin Boards and Information Center

The Library will provide space when available for current promotional materials to be displayed on bulletin boards and information centers under the following policies:

1. The bulletin board and information centers in the library are intended primarily to promote activities and services of the Library and the City of Sachse. Any remaining space is available for individuals and organizations engaged in educational, cultural, intellectual, or civic activities.
2. Approval for display of materials must be obtained from the Librarian.
3. Printed pieces should be legible and tastefully worded. All material should be suitable for persons of all ages. Due to space limitations, posters larger than 9" x 14" are not permitted.
4. Items promoting or advertising projects or programs of a patently commercial or partisan political nature are not permitted.
5. Items will be removed after the promoted event has occurred, or on the last day of each month, whichever comes first. Items are to be picked up within five days after removal from display. Items not picked up will be disposed of by the Library.

Exhibits Policy

The library will provide space when available for exhibits and displays under the following policies:

1. Space for exhibits and displays is intended primarily for the use of the Library and the City of Sachse. Any remaining space is available for individuals and organizations to provide exhibits or displays of an educational, cultural, or intellectual nature.
2. Approval for displays of materials, including the duration of the exhibit, must be obtained from the Librarian.
3. Exhibits or displays promoting or advertising projects or programs of a patently commercial or partisan political nature are not permitted.
4. The Library assumes no responsibility for loss or damage to exhibit or display materials. Materials must be picked up within seven days after the exhibit or display concludes.

309 Exhibit Policy

- 309.1 **Purpose:** The Plano Public Library System displays exhibits for public information and education. Library staff shall determine whether offered material is appropriate for a library exhibit. The library reserves the right to reject any proposed exhibit.
- 309.2 The Library Manager will appoint an exhibit coordinator to be in charge of exhibits. All exhibits will be scheduled through this person.
- 309.3 After an exhibit has been placed in the exhibit case, no changes will be made to the exhibit without the exhibit coordinator's permission.
- 309.4 Exhibit cases will be locked while exhibits are in them, but the library can not guarantee the safety of exhibits. The exhibitor agrees to hold the library and the City of Plano harmless for any loss or damage that may occur to exhibits.
- 309.5 The library does not usually display works by individual artists or craftsmen, except as part of an art or craft association display. Exceptions are sometimes made for unusual items.
- 309.6 Exhibits are typically displayed for a month, but the library reserves the right to remove an exhibit with prior notice.
- 309.7 Library materials (books, etc.) used in exhibits are placed in "display" status and will be out of circulation for a month. Patrons requesting these materials should place a hold on the items. The hold(s) will be filled when the items are removed from the exhibit.
- 309.8 A group, organization or association may display exhibits at the library up to twice a year, at the discretion of the exhibit coordinator.
- 309.9 Reservations for exhibits will be taken up to one year in advance of the time the exhibit will be displayed. A group's or individual's reservation on an exhibit case is not automatically renewed for the same time the following year.
- 309.10 The library does not reschedule previously scheduled exhibits to accommodate another exhibitor who is interested in using the exhibit case.

- 309.11 Prices may not be displayed on items exhibited, nor may "for sale" signs be posted in exhibits. An exhibitor may post his or her name, business or organization, address, and phone number.
- 309.12 Each exhibit is subject to approval by the exhibit coordinator after he or she views the exhibit. Changes to or removal of the entire exhibit may be required at the discretion of the coordinator.
- 309.13 Each exhibitor must read and sign a copy of the library exhibit policy, thereby agreeing to its terms.

Signature of Exhibitor
Date

Title of Exhibit

Dates of Exhibit

Place of Exhibit

ROCKWALL EXHIBITS POLICY

POLICY ON EXHIBITS

PURPOSE

Exhibits function as an integral part of the Library's total program of public service and are planned to direct the attention of the public to the materials, services and aims of the library.

PLAN OF EXHIBITS

- A. The library shall control the content and arrangement of all exhibits. The library reserves the right to reject any part of an exhibit or to change the manner of display if the items to be exhibited are contrary to the library's community responsibility. Every item used must meet the library's standards of value and quality.
- B. Booklists, posters, signs, brochures, publicity and all materials relative to any exhibit shall be controlled by the library.
 - 1. The library will utilize materials from its own holdings whenever possible to publicize the collections and services of the library.
 - 2. Non-solicited requests for display space from outside exhibitors shall be directed to the Librarian, who will carefully evaluate the requests.
 - 3. Final authority regarding the acceptance or rejection of outside exhibits for the library display rests with the Librarian.

CONDITIONS OF EXHIBITS

- A. The Library will provide no insurance of exhibits. However, all precautions will be taken to assure the safety of all exhibits. Locked exhibit cases will be used when practical.
- B. The Library shall in no way act as agent for the sale of items from an outside exhibit.
 - 1. Purchase prices shall not be posted, nor shall they be listed in exhibit brochures.
 - 2. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the outside exhibitor or his/her official agent.
 - 3. Transactions for the purchase of exhibit items shall be directly between the purchaser and the outside exhibitor or his/her official agent. Such transactions shall not be conducted in the Library.
 - 4. The library shall receive no fees, commissions or other remuneration in connection with the sale of material from outside exhibits.
 - 5. In accordance with items 1-4 under Conditions of Exhibit B of this policy, no exhibit material, which is sold during its display in the library, may be removed from the exhibit before the end of the exhibition period, unless the Librarian approves such removal and rearrangement of the display.
- C. If all components of the exhibit are not claimed within fifteen (15) days after the closing date, there shall be a charge of ten dollars (\$10.00) per day storage fee per box. Unclaimed exhibit materials may be discarded 6 months after the end of the exhibit period.

Sachse, Texas



Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #:	12-0941	Version:	1	Name:	Library Manager's report including announcements, statistics, upcoming projects for the board, events, and community outreach.
Type:	Agenda Item	Status:			Agenda Ready
File created:	6/26/2012	In control:			Library Board
On agenda:	7/9/2012	Final action:			
Title:	Library Manager's report including announcements, statistics, upcoming projects for the board, events, and community outreach.				
	Executive Summary This item presents the Manager's report.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	lib June 2012 stats.pdf				

Date	Ver.	Action By	Action	Result
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Title

Library Manager's report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

This item presents the Manager's report.

Background

Library Manager Mignon Morse will present the report including statistics and announcements.

Policy Considerations

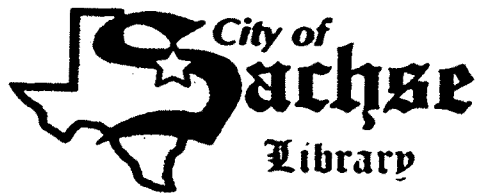
N/A

Budgetary Considerations

N/A

Staff Recommendations

This item is for discussion purposes only. There will be no action taken on this item.



Departmental Report

June 2012

Current Month/2011	Year to Date/2011	Current Month/2012	Year to Date/2012
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Collection

Number of Titles	39,045	n/a	37,704	n/a
Number of Copies	37,192	n/a	37,892	n/a
Number of New Copies	348	2,516	430	3,325
Number of Items Removed	31	2,307	1171	3,301

Patrons

Number of Patrons	14,957	n/a	15,963	n/a
Number of New Patrons	168	682	163	710
Number of Patrons Removed	5	12	1	27

Circulation

Total Circulation	9,779	48,589	9,301	62,853
Books	6,967	33,722	6,832	43,547
DVDs & Blu-Ray	2,560	13,502	2,328	17,735
E-Book Readers	1	15	0	22
Audio CDs	170	1,020	118	1,122
Digital Audio (Playaway)	4	50	5	34
Music CDs	10	206	6	141
Business Library	0	13	12	99

Programs and Services

Number of Internet Sessions	895	5,437	715	6,175
Number of Wireless Users	63	660	98	1,035
Number of Programs	13	79	8	78
Program Attendance	975	1839	1547	3,524
Interlibrary Loans	13	74	14	170
Number of Volunteer Hours	52	192	173	726

Door Count	9573	11826	4407	25,096
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Programs

Date

Attendance

Kickoff Party	02-Jun	350
Mr. David	07-Jun	256
Scavenger Hunt	08-Jun	79
Dallas Zoo	14-Jun	403
Museum of Nature and Science	21-Jun	230
Boocoos the Clown	28-Jun	229

1547