

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

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

Present:

Board Members: Robert Rodgers, Patrece King , Dia Rhoden, Dixie Scogin, Judith Lensch, Diane Model

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Invocation and Pledge of Allegiance to U.S. and Texas flags:

Patrece King gave the invocation. No pledges as no flags were displayed.

2. Call to Order:

Robert Rodgers called the meeting to order at 7:03 p.m.

3. Approval of Minutes:

The minutes of February 13, 2012 were reviewed by members present. Robert Rodgers corrected 6a. unpaid library fines accumulated since the introduction of the present library system, and he corrected a grammatical error in #8.

Minutes unanimously approved as revised.

4. Introduction of new Board member:

Diane Model was welcomed as a new Library Board member. Diane had helped previously in the Wylie High School Library.

5. Report from Friends of the Sachse Library:

Kathy Cobb, Friends Chairman stated she had gone to the monthly Chamber of Commerce luncheon representing Friends. She began the on-line Advocacy training and is quite impressed with the program. Friends also received \$550.00 in donations from Kumon Learning Center, UPS and American National Bank.

6. Library Managers Report:

Mignon Morse explained how the counts were taken for number of users, collections, patrons, circulation and programs and services. Diane asked if the door counters malfunctioned, do we have in place a back-up plan. Robert inquired about video cameras in library. No to both inquiries.

Mignon announced the Barnes & Noble Bookfair April 10 thru April 15. The store will issue vouchers benefitting local libraries. Books purchased in store or on-line with a voucher will ~~kick back~~ ^{contribute} 15% to the Sachse Public Library.

Creative writing class hosted by author Kat Donnell and other programs have experienced a low response. Mignon will look into possible time changes.

Overdue fine collection was discussed. The fine increase has been voted in and the library employees will be instructed to collect all overdue fines. Fees for overdue books will increase from 5 cents a day to 10 cents a day. DVD's and CD's overdue fines will be \$1.00 a day.

An amnesty period will precede fine collections. (April to June 30)

7. Announcements:

Kathy, Dia and Mignon discussed Advocacy Program.

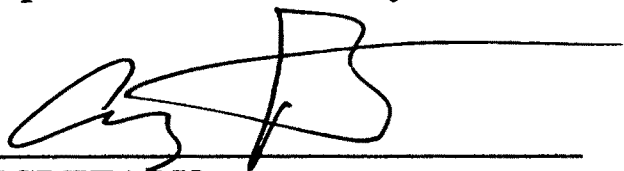
Paws and Read program was explained by Mignon.

Diane explained that in Woodbridge they are assembling boxes to use in a book share. Box building instructions are available online. Diane asked for volunteers.

Mignon announced April 28 as Library cleanup day. Shelves will be wiped down, books dusted and positioned properly. The event will start at 10AM. 9am

8. Adjourn:

Dia Rhoden motioned to adjourn. Robert Rodgers seconded. The motion passed unanimously.


SECRETARY


BOARD CHAIRMAN
VISE



Sachse, Texas

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

Meeting Agenda Library Board

Monday, April 9, 2012

7:00 PM

Library Meeting Room

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

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags
2. Call to Order
3. Introduction of new Board Member.

4. 12-0789 Consider approval of the minutes of the February 13, 2012 regular meeting.

Executive Summary

Approval of the February 13, 2012 regular meeting minutes.

Attachments: [library minutes 021312.pdf](#)

5. Report from Friends of the Sachse Library.

12-0813

Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Executive Summary

Manager's report to Library Board members.

Attachments: [lib mar2012 stats.pdf](#)

7. Discuss and consider National Library Week events.
8. Discuss and consider Library Cleanup Day.
9. Library Board announcements regarding special events, current activities, and local achievements.
10. 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: Thursday, April 5, 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 #: 12-0789 **Version:** 1 **Name:** Minutes
Type: Agenda Item **Status:** Agenda Ready
File created: 3/26/2012 **In control:** Library Board
On agenda: 4/9/2012 **Final action:**

Title: Consider approval of the minutes of the February 13, 2012 regular meeting.

Executive Summary

Approval of the February 13, 2012 regular meeting minutes.

Sponsors:

Indexes:

Code sections:

Attachments: [library minutes 021312.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the February 13, 2012 regular meeting.

Executive Summary

Approval of the February 13, 2012 regular meeting minutes.

Background

Review and consider approval of the February 13, 2012 regular meeting minutes.

Policy Considerations

None

Budgetary Considerations

None

Staff Recommendations

Approval of the minutes of the February 13, 2012 regular meeting.

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

**Regular Meeting Minutes
Monday, February 13, 2012**

Present

Board Members: Robert Rodgers, Amos Pettis, Patrece King, Dia Rhoden, Michael Ewing, Dixie Scogin, & Judith Lensch

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

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

Amos Pettis gave the invocation. No pledges were done as no flags were present.

2. Call to Order.

Robert Rodgers called the meeting to order at 7:02 p.m.

3. Approval of Minutes

11-0613 Consider approval of Minutes of the December 12, 2011 Regular Meeting

The minutes from the December 12, 2011 regular meeting were reviewed. Dia Rhoden made a motion to approve the minutes as corrected (a spelling correction), and Judith Lensch seconded. The December minutes were unanimously approved as corrected.

4. Discuss Friends of the Sachse Library update.

Kathy Cobb provided an update of the Friends' activities. There was a recent meet-and-greet for Library Manager Mignon Morse. The Friends are updating their bylaws. The Friends recently voted money for baby changing stations in the Library restrooms, which were recently installed. They are considering a May book sale and are preparing for an April book fair. There was also a discussion of new technologies.

5. 12-0690 Welcome presentation of background information and potential goals of Library Manager

Library Manager Mignon Morse gave a presentation on her background, experience, and professional involvements along with an overview of some of her goals and vision for the Sachse Library.

6. Regular Agenda Items:

6a. 12-0691 Discuss and consider approval of the revised circulation policy.

Ms. Morse distributed a proposed revised circulation policy to bring the Sachse Library into conformity with area libraries. Additionally, the Sachse Library has over \$17,000 in unpaid library fines from patrons. There were three main areas of proposed revision: 1) increasing the minimum age from 16 to 17 years, 2) increasing the daily fines from \$0.05 to \$0.10 per item per day, and 3) increasing the maximum fine from \$1 to \$5 per item.

Dia Rhoden asked about fines during the Library closure last winter, and the amnesty period was discussed.

Ms. Morse discussed prioritizing getting Library books back while maintaining a friendly relationship with the community and Library patrons.

Amos Pettis discussed a desire to make the circulation policy consistent with the E-book Reader policy, which is a separate policy. Both policies were reviewed for consistency.

There was extended discussion about the best age at which to allow patrons to obtain their own Library card without parent/guardian approval. Ms. Morse said the proposed age increase was strictly to be in compliance with other libraries but there was not any library purpose for any specific age. She did express a concern that it might be easier to enforce the policy re fines and returning books with parental approval. Mr. Pettis expressed a concern about potentially denying 16 or 17 year olds (who have the ability to drive on their own) the ability to get books needed for school or in developing a love of reading if they do not have a supportive or available parent or guardian. There was also discussion about the significance of the terminology of "adult" versus "minor" and appropriate usage and definitions. The Board eventually agreed to leave the age at 16, subject to any legal concerns of the City Attorney which could be raised separately to the City Council.

There was discussion about the maximum number of items first-time borrowers could check out and the number of DVD's which could be checked out. For consistency, Ms. Morse recommended raising the number of items to 5. The Board agreed.

Ms. Morse recommended raising the daily fines for overdue items from \$0.05 to \$0.10 per item per day and increasing the maximum fine from \$1 to \$5 per item. This recommendation was based on a survey of surrounding communities. Sachse's current amounts were at the very low end of the range, and the proposed increases would bring us closer to the average. Additionally, Ms. Morse recommended not allowing patrons to check out materials until fines over \$5 are paid. The Board agreed.

There was also discussion of revising some wording issues for consistency and accuracy.

Amos Pettis made a motion to adopt the revised *Sachse Public Library Circulation Policy* with the revisions discussed. Patrece King seconded the motion. The motion passed unanimously,

and the revised *Sachse Public Library Circulation Policy* was adopted for presentation to the City Council for its consideration.

6b. 12-0692 Discuss distribution of a community survey.

Ms. Morse has prepared an online community survey for distribution to the Sachse community for feedback on some Library issues. She will try to get business and community groups to post a link to the survey so that it reaches as many members of the community as possible. One of the issues is changing the Library hours a couple of days per week to allow flexibility to make the Library available in a convenient manner to all members of the community who wish to use the Library.

Dixie Scogin asked about Library staffing. The Library has 3 full-time employees (in addition to the Library Manager), one part-time employee, and a lot of volunteers. The volunteers make it happen at the Sachse Library.

6c. 12-0693 Discuss online advocacy training and advocacy planning.

Ms. Morse discussed an online advocacy training course available at no cost from the Public Library Association. Ms. Morse would like to have the Board members and other interested community members take the course and learn more about advocacy on behalf of the Library.

7. 12-0694 Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Ms. Morse provided an overview of prior and upcoming Library events and programs including some of the Library Manager's community activities since her appointment. Ms. Morse has applied for some grant money for the Library. There are numerous events planned for March as well as the upcoming spring and summer.

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

Patrece King thanked Judith Lensch for volunteering to serve as a judge for the upcoming High School talent show.

Dia Rhoden announced that she officially joined the Friends of the Library.

Amos Pettis welcomed Mignon Morse as the new Library Manager and expressed his optimism and excitement her tenure in charge of the Sachse Library.

9. Adjournment

Dixie Scogin made a motion to adjourn, seconded by Patrece King. The motion carried and the meeting was adjourned at 8:36 p.m.

ATTEST:

APPROVED:

LIBRARY BOARD SECRETARY

LIBRARY BOARD CHAIR



Sachse, Texas

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

Legislation Details (With Text)

File #:	12-0813	Version:	1	Name:	Manager's report including announcements, statistics, upcoming projects for the Board, events, and community outreach.
Type:	Agenda Item	Status:			Agenda Ready
File created:	4/4/2012	In control:			Library Board
On agenda:	4/9/2012	Final action:			
Title:	Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.				
	Executive Summary Manager's report to Library Board members.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	<u>lib mar2012 stats.pdf</u>				
Date	Ver.	Action By	Action		Result



Title

Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Executive Summary

Manager's report to Library Board members.

Background

Each month, the Library Manager reports to the Board on statistics, projects, events, and community outreach activities.

Policy Considerations

N/A

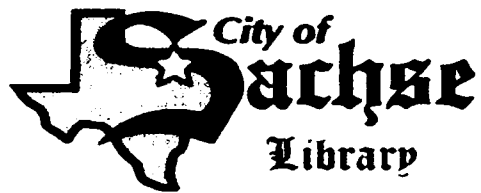
Budgetary Considerations

N/A

Staff Recommendations

There is no action required on this item.





Departmental Report

March 2012

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

Number of Titles	Flooding	n/a	38,752	n/a
Number of Copies	Flooding	n/a	39,090	n/a
Number of New Copies	447	1,672	419	2,124
Number of Items Removed	1585	2,164	348	1,057

Patrons

Number of Patrons	Flooding	n/a	15,664	n/a
Number of New Patrons	0	362	73	403
Number of Patrons Removed	0	5	3	22

Circulation

Total Circulation	361	28,674	7,441	39,748
Books	319	19,780	5,159	27,190
DVDs & Blu-Ray	25	7,994	2,053	11,467
E-Book Readers	0	0	1	19
Audio CDs	15	595	198	812
Digital Audio (Playaway)	1	37	6	19
Music CDs	1	150	18	114
Business Library	0	10	6	81

Programs and Services

	Flooding			
Number of Internet Sessions	0	3,427	758	4,000
Number of Wireless Users	0	402	96	630
Number of Programs	0	43	13	46
Program Attendance	0	551	443	1,446
Interlibrary Loans	0	54	12	124
Number of Volunteer Hours	0	94	97.25	257
Reference USA #of searches	95	524	78	522
Tumble Books	n/a	n/a	n/a	39
Texshare	n/a	n/a	5	165
Newspaper database	n/a	n/a	0	8

Door Count	.0	2253	4508	13,924
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Programs

	Date	Attendance
Storytime	01-Mar	36
MOMS Club Dr. Seuss Storytime	02-Mar	55
Computer Class	05-Mar	2
Dr. Seuss Birthday Party	06-Mar	85
Storytime	08-Mar	46
Paws & Read	13-Mar	5
Storytime	15-Mar	40
Dairy Cow Program	15-Mar	55
Book Club	16-Mar	10
Computer Class	19-Mar	1
Storytime	22-Mar	36
Storytime	29-Mar	36
Rockin' With Rhett	29-Mar	48