

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, March 13, 2017 at 7:00 p.m.**

Attendees: Billy Ketner, Ruth Glover, Sean French, Lauren A. McKinney, Library Manager Mignon Morse, and Councilman Charlie Ross

Absent: Dixie Scogin and Judith Lynch

Meeting called to order at 7:00 p.m. by Ruth Glover, Vice-Chairperson

1. Invocation and Pledge of Allegiance to the US Flag and Texas Flag.

2. 17-3721 Consider approval of the February 13, 2017 meeting minutes.

Billy Ketner made a motion to accept the minutes as read. Sean French seconded the motion. A voice vote occurred and the motion passed.

3. 17-3720 Consider and make a recommendation to City Council for an amendment to the Library Circulation Policy.

Tammy VanBuskrik (Technical Services Librarian) facilitated a presentation which reviewed the current Library Circulation Policy and provided proposed changes to the Library Circulation Policy. A discussion occurred and after a few suggestions for consideration were provided. The suggestions were as follows:

- Interlibrary Loan, Fines and Fees:
 - Currently States:
 - *Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$10.00, as well as any other feed requested by the lending library.*
 - Suggestion for Consideration:
 - *Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$5.00, as well as any other feed requested by the lending library.*
- Interlibrary Loan, Fines and Fees:
 - Currently there is not a policy that addresses lost and/or damaged Interlibrary Loan items.
 - Suggestion for Consideration:
 - *Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost plus a \$5.00 processing fee.*

The Board voted to present the amendments to the Library Circulation Policy to the City Council. The motion was made by Billy Ketner and seconded by Ruth Glover. A voice vote occurred. The motion passed.

4. 17-3718 Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Monthly statistics were presented for the month of February which included patron activity, material circulations, program and services updates, and door counts for events. The next scheduled event is the Bicycle and Scooter Rodeo which will take place on March 14, 2017.

5. Discuss volunteer opportunities.

Upcoming events for the month of March and Board Member opportunities to volunteer were discussed.

6. Request for future agenda items.

No future agenda item suggestions were made.

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

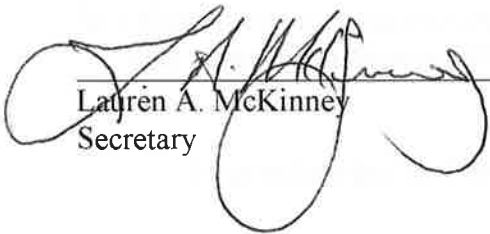
The City of Sachse Annual Boards and Commissions Appreciation Dinner will be held on Thursday, March 23, 2017. Board members were reminded to RSVP if they will be attending. The deadline to do so is Friday, March 17, 2017.

8. Adjournment

Meeting adjourned at 7:36 p.m.

Attest:

Approve:


Lauren A. McKinney
Secretary


Dixie Scogin
Chairman