

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

**Regular Meeting Minutes
Monday, February 11, 2013, 7:00 p.m.**

Present Board Members: Robert Rodgers, Patrece King, Dia Rhoden, Dixie Scoggins, Mary Saathoff and Judith Lensch

New Board Member: Terry Bennett

Library Manager: Mignon Morse

Friends of the Library: Mary Saathoff

Others in Attendance: Darrell Lensch

1 Invocation

Robert Rodgers

2. Call to Order:

Robert Rodgers called the meeting to order at 7 01 p m

3 Approval of Minutes:

Mary Saathoff moved to accept the January 14, 2013, minutes as written
Patrece King seconded. The minutes were unanimously approved.

4. Welcome of New Library Board Member:

Robert Rodgers gave Terry Bennett a hearty welcome to the Sachse Library Board.

5. Friends Report

The Love Your Library Fundraiser is an event to raise money for e-books and downloadable audio books. This event will be held at the Sachse Public Library from February 1 – 28, 2013. Donation envelopes are at the Friends information table.

The Mad Hatter's Tea Party is also a Friends fundraiser. The event details include the following:

Date: May 5, 2013

Time: 12:00 noon – 2 00 p m

Location: Sachse Senior Center (The Friends need volunteers to help set up.)

Activities: Pictures, crafts, make-over, hand massages.

Special Guest: Mayor Mike Felix as the Mad Hatter

Cost: \$25 per ticket (The Friends would like 100 people to purchase tickets.)

The most recent Friends meeting was on January 22, 2013. Fifteen people attended the meeting. The next Friends meeting is on February 26 at 7:00 p m

6. Library Managers Report:

Library Manager, Mignon Morse began a new incentive to increase circulation. Children will receive a prize for checking-out 100 items at the

Sachse Public Library The children will receive one stamp on their loyalty card for every ten items they check-out Once a child gets ten stamps, they get a prize from the prize box

Staff members have been more attentive to the door count As a result, the door counter is checked on a regular basis Also, program attendance was down because there were no special events at the Sachse Public Library during January 2013. However, the Paws & Read program has resumed and features a new canine friend, Nicco. The children were introduced to Nicco and his mom, Karen during the group reading session on February 7, 2013. The next Paws & Read program is Thursday, February 21 at 3:30 p.m. The program is designed for a one-on-one session with Nicco and is not designed to be a large group program

In celebration of Texas History Month and in collaboration with the Sachse Historical Society, Lloyd Henderson will present the "History of the City of Sachse" on March 5 at 6:30 p.m. This event will be held at the Sachse Public Library.

To continue the celebration of Texas History Month, the Infamous Dairy Cow will educate the children on how milk is made This event will be held outside the Sachse Public Library on Monday, March 11 at 3:00 p.m.

The Friends of the Sachse Public Library are sponsoring the "Texas Folktales" event on March 12 at 6:30 p.m. Professional storyteller and banjo player, Dan Gibson will present a program that is entertaining for children and adults.

Dia Rhoden thanked Mignon for adding Nicco to the Paws & Read program. Dia is friends with Nicco and his sister, Abbie, the Delta Society trained reading pal for the Smith Public Library in Wylie. Both canine friends are Collies.

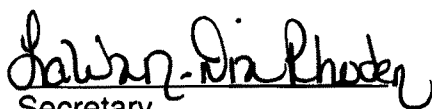
The Sachse Public Library received the 2012 Excellence in Library Award from the Texas Municipal League. Library Manager Mignon Morse thanked Librarian, Ellen Ritchie for making sure all ten (10) of the guidelines for this award were documented. A council presentation will be scheduled

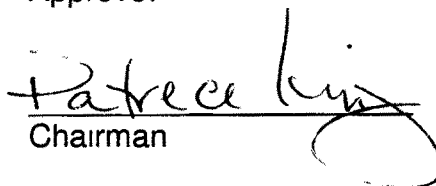
8. Adjournment:

Robert Rodgers motioned to adjourn the Library Board Meeting for Monday, February 11, 2013 at 7:30 p.m. Judith Lensch seconded The motion carried and the meeting was adjourned at 7:30 PM.

Attest

Approve:


Secretary


Chairman



Sachse, Texas

Sachse Public Library
3815 Sachse Road
Building C
Sachse, Texas 75048

Meeting Agenda Library Board

Monday, February 11, 2013

7 00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, February 11, 2013, at 7 00 p m in the Library Meeting Room of the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business

1. Invocation
2. Call to Order
3. Introduction of newly-appointed Library Board member.
4. 13-1358 Consider approval of the minutes of the January 14, 2013 meeting

Executive Summary
Review and approve the January 14, 2013 meeting minutes
Attachments: library minutes 011413 pdf
5. Discuss Friends of the Sachse Public Library Monthly Report
6. 13-1359 Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary
Library Manager's monthly report.
Attachments: lib stats January 2013 pdf
7. Discuss 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 Friday, February 8, 2013, 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 #: 13-1358 **Version** 1 **Name** Consider approval of the minutes of the January 14, 2013 meeting
Type Agenda Item **Status:** Agenda Ready
File created: 2/5/2013 **In control** Library Board
On agenda. 2/11/2013 **Final action.**
Title: Consider approval of the minutes of the January 14, 2013 meeting

Executive Summary
Review and approve the January 14, 2013 meeting minutes

Sponsors

Indexes.

Code sections:

Attachments: [library minutes 011413 pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the January 14, 2013 meeting

Executive Summary

Review and approve the January 14, 2013 meeting minutes

Background

Review and approval of the January 14, 2013 meeting minutes.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the minutes of the January 14, 2013 meeting

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, January 14, 2013**

Present Board Members Robert Rodgers, Patrece King, Dia Rhoden, Dixie Scoggins, Mary Saathoff

Library Manager Mignon Morse

Friends of the Library Mary Saathoff

Others in Attendance Kathy Melston, President of the Friends of the Rockwall County Library

1 Invocation

Dia Rhoden gave the invocation

2. Call to Order

Robert Rodgers called the meeting to order at 7:06 p.m

3. Approval of Minutes

The November 12, 2012 minutes were reviewed by the members present. Mary Saathoff moved to accept the minutes as written, Patrece King seconded. The minutes were unanimously approved.

4 Presentation by Kathy Melston

Kathy Melston retired from the Rockwall County System as Library Director in 2010. Mrs. Melston currently serves as the President of the Friends of the Rockwall County System. She was invited as a guest speaker to provide an overview of the "Public Library Advisory Handbook" published by the Texas State Library and Archives Commission.

The following topics were highlighted during Kathy Melston's presentation from the "Public Library Advisory Handbook"

- The purpose of the Public Library Advisory Handbook is to help members understand their roles and responsibilities in a variety of situations that may arise during their terms.
- A copy of the Public Library Advisory Handbook can be viewed and/or printed from the Texas State Library and Archives Commission website, <https://www.tsl.state.tx.us/ld/pubs/plant/index.html>
- Advisory boards exist to advise, recommend, and advocate to the policy-making governing body

- Library Board Members may advocate for adequate resources, but fundraising is not the primary goal of Library Board Members.
- Library Board Members can join the Friends of the Library
- Education and Training of Library Board Members (NETLS, the North East Texas Library System is no longer a resource for training, workshops, consulting – automation, performer showcases, courses in technology, eBooks. (The Texas Library Association's annual conference includes workshops for Library Advocacy) This year's conference is in Fort Worth, Texas from April 24-27 <http://www.txla.org/>

Library Board members thanked Kathy Meltson for presenting, "An Overview of the Public Library Advisory Board Handbook"

5. **Election of Officers**

Mary Saathoff nominated Robert Rodgers as Chair Dia Rhoden seconded Chair was unanimously approved

Dixie Scoggins nominated Dia Rhoden as Secretary Mary Saathoff seconded The Secretary was unanimously approved

Dia Rhoden nominated Patrece King as Vice Chair Mary Saathoff seconded The Vice-Chair was unanimously approved

2013 Sachse Public Library Board Officers

Robert Rodgers, Chair

Patrece King, Vice-Chair

Dia Rhoden, Secretary

7 **Library Managers Report**

Library Manager, Mignon Morse, complimented new staff member, Toni Kelly, who has YMCA experience and public library experience, for engaging the kids with games and stories during story time Mignon says both Toni and Ruth are phenomenal additions to the staff at the Sachse Public Library

Mignon pointed out the increase of program attendance for the first quarter of FY 2013 compared to the first quarter of FY 2012 Mignon also addressed the decrease in circulation (down from 5,891 in December 2011 to 5,164 in December 2012) Chair, Robert Rodgers expressed concern about the door count and the circulation rates.

Mignon contributed the decline in circulation to the collection being outdated, the need for eBooks, and the budget reduction due to state funding cuts. The Texas State Library Lone Star funds were cut in FY 2010

Friends President, Mary Saathoff encouraged Library Board Members to attend the Friends meetings. Mary also provided Friends membership applications and Kroger fundraiser cards for attendees.

Mignon also encouraged Library Board members to provide input on Marketing Strategies. Newly elected Vice-Chair, Patrece King recommended inviting schools/daycares to the Sachse Public Library Library Manager, Mignon Morse is working with new staff to schedule school visits Patrece King also recommended a Teen Library Advisory Board/Council as well as an Elementary School reading challenge

January 22 Library Manager, Mignon Morse is making presentation at the Friends meeting on Thursday, January 22 at 7:00 p.m

January 29 The 2013 Boards & Commissions Appreciation Dinner is Tuesday January 29 at 7:00 p.m Please RSVP by January 26

February 1 – 28 The Friends of the Sachse Public Library are celebrating "Love Your Library Month" with a Love your Library Giving Tree

New staff member Ms. Toni has a YouTube video of her first storytime at the Sachse Public Library

New staff member Ruth will start on Tuesday, January 15, 2013

10. Adjournment

Robert Rodgers motioned to adjourn the Library Board Meeting for Monday, February 14, 2013 at 8:24 p.m Patrece King seconded The adjournment was unanimously approved

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 #:	13-1359	Version	1	Name	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach
Type:	Agenda Item	Status:			Agenda Ready
File created:	2/5/2013	In control			Library Board
On agenda:	2/11/2013	Final action			
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach				
	Executive Summary Library Manager's monthly report.				
Sponsors.					
Indexes.					
Code sections:					
Attachments.	lib stats January 2013.pdf				

Date	Ver	Action By	Action	Result
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Title

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

Executive Summary

Library Manager's monthly report

Background

Monthly report offered by the Library Manager including announcements, statistics, upcoming projects, events, and community outreach

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

This item requires no action



Departmental Report

January 2013

Current Month/2012	Year to Date/2012	Current Month/2013	Year to Date/2013
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Collection

Number of Titles	38,459	n/a	40,046	n/a
Number of Copies	38,832	n/a	40,497	n/a
Number of New Copies	294	1,386	500	1,761
Number of Items Removed	95	605	15	178
Donated Items Added	n/a	n/a	109	530

Patrons

Number of Patrons	15,474	n/a	8,941	n/a
Number of New Patrons	69	273	78	297
Number of Patrons Removed	6	17	3	14

Circulation

Total Circulation	6,226	25,747	6,528	25,498
Books	4,387	17,567	4,268	17,169
DVDs & Blu-Ray	1,677	7,469	2,095	7,710
E-Book Readers	3	17	0	1
Audio CDs	118	511	132	516
Digital Audio (Playaway)	0	10	0	2
Music CDs	30	74	5	25
Business Library	8	53	21	64

Programs and Services

Number of Internet Sessions	688	2,579	800	3,169
Number of Programs	7	24	8	31
Program Attendance	252	720	220	1,094
Interlibrary Loans	12	94	7	40
Number of Volunteer Hours	48	87	64	375

Door Count	2,477	6,956	3,528	13,602
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Programs

	Date	Attendance
Storytime	10-Jan	41
Storytime	17-Jan	22
Lunch & Learn - Databases	17-Jan	0
Boy Scout Tour	19-Jan	10
Pirate Party	22-Jan	65
Storytime	24-Jan	25
CSI Program	29-Jan	25
Storytime	31-Jan	32
Total		220