

**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

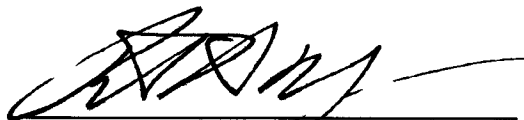
10. Adjournment

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 Public Library
3815 Sachse Road
Building C
Sachse, Texas 75048

Meeting Agenda

Library Board

Monday, January 14, 2013

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, January 14, 2013, 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 Invocation

2. Call to Order

- 3. 13-1290** Consider approval of the November 12, 2012 meeting minutes.

Executive Summary

Review and approve the November 12, 2012 meeting minutes.

Attachments: [Library minutes 111212.pdf](#)

4 Presentation by Kathy Melston, retired Library Director from Rockwall County Library System - "An Overview of the Public Library Advisory Board Handbook"

5. Election of Officers

- 6. 13-1296** Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach

Executive Summary

Library Manager reports on statistics, upcoming projects for the board, events, community outreach and announcements.

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

7 Library Board announcements.

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, January 11, 2013, 5:00 p m.

Mignon Morse, Library Manager



Sachse, Texas

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

Legislation Details (With Text)

File #.	13-1290	Version:	1	Name:	Consider approval of the November 12, 2012 meeting minutes
Type	Agenda Item	Status.			Agenda Ready
File created	1/7/2013	In control			Library Board
On agenda	1/14/2013	Final action:			
Title:	Consider approval of the November 12, 2012 meeting minutes				
	Executive Summary				
	Review and approve the November 12, 2012 meeting minutes				

Sponsors

Indexes.

Code sections.

Attachments: [Library minutes 111212.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Consider approval of the November 12, 2012 meeting minutes.

Executive Summary

Review and approve the November 12, 2012 meeting minutes

Background

Approve the November 12, 2012 meeting minutes

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Consider approval of the November 12, 2012 meeting minutes

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

**Regular Meeting Minutes
Monday, November 12, 2012**

Present Board Members: Robert Rodgers, Judith Lensch, Patrece King,
Dia Rhoden

Newly appointed Board Members: Mary Saathoff, Bill Alexander

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb, Mary Saathoff

1. Invocation

Dia Rhoden 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 October 8, 2012 were reviewed by members present. Dia Rhoden moved to accept minutes as written, Patrece King seconded.

Minutes unanimously approved.

4. Introduction of new Board member

Mary Saathoff and Bill Alexander were welcomed as new Library Board members

5. Friends of the Sachse Library Report

Mary Saathoff, newly elected President of Friends announced the new Friends executive board. Brenda Davis, Vice President, Diana Smith, Secretary, Michelle Klash, Treasurer Mary stated the Friends will be more visible in the future with fundraising plus \$206 00 was collected from the Fallfest Raffle.

Dia stated that Mooya Burgers and the Yogurt Cup in Wylie will sponsor Spirit Night Fundraisers

6. Library Managers Report

Ms Morse explained that the Budget for this coming year is flat. She gave each director a Library Board Handbook covering the rules and regulations and suggested we look it over and reacquaint ourselves with the information. New members must take the Boards & Commissions training course

The Library has 80 new patrons, a significant rise over prior years, with a large increase in the children's programs The Halloween party hosted 205 attendees Mary Saathoff played Dr Suess

Our Library will be getting a Defibulator

Announcements:

December 6th the City Christmas Tree Lighting in City Hall Rotunda at 6 30 PM followed by story time with Santa at the Library

December 3rd Christmas Parade , Parks & Recreation will have three bounce houses, one located near or at Library

December 13th retirement party for Betty at 11AM.

December 10th Dinner for Library Board members and husbands and wives at Café Roma.

Meeting adjournment - motion by Patrece King, seconded by Dia Rhoden, passed unanimously Meeting adjourned at 7 35PM.

Submitted by _____
Acting Secretary

Robert Rodgers
President



Departmental Report

December 2012

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

Collection

Number of Titles	38,324	n/a	39,583	n/a
Number of Copies	38,687	n/a	40,015	n/a
Number of New Copies	270	1,092	365	1,261
Number of Items Removed	108	510	45	163
Donated Items Added	n/a	n/a	147	421

Patrons

Number of Patrons	15,473	n/a	8,868	n/a
Number of New Patrons	69	204	51	219
Number of Patrons Removed	1	11	4	11

Circulation

Total Circulation	5,891	19,521	5,164	18,970
Books	3,869	13,180	3,364	12,901
DVDs & Blu-Ray	1,863	5,792	1,693	5,615
E-Book Readers	6	14	0	1
Audio CDs	111	393	101	384
Digital Audio (Playaway)	1	10	0	2
Music CDs	15	44	6	20
Business Library	18	45	5	43

Programs and Services

Number of Internet Sessions	489	1,891	716	2,369
Number of Programs	5	17	5	23
Program Attendance	197	468	302	874
Interlibrary Loans	8	82	1	33
Number of Volunteer Hours	22	40	139	311

Door Count	2,402	4,479	2,089	10,074
------------	-------	-------	-------	--------

Programs

	Date	Attendance
Geocaching Workshop	12/01/2012	51
Storytime	12/06/2012	20
Storytime with Santa	12/06/2012	177
Storytime	12/13/2012	19
Christmas Storytime	12/20/2012	35
Total		302



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse Texas 75048

Legislation Details (With Text)

File #	13-1296	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	1/7/2013	In control			City Council
On agenda.		Final action			

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

Executive Summary
Library Manager reports on statistics, upcoming projects for the board, events, community outreach and announcements

Sponsors:

Indexes:

Code sections:

Attachments. [lib stats Dec 2012.pdf](#)

Date	Ver	Action By	Action	Result
------	-----	-----------	--------	--------

Title

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

Executive Summary

Library Manager reports on statistics, upcoming projects for the board, events, community outreach and announcements

Background

Library Manager Report includes statistics, upcoming projects, events, community outreach and announcements

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

No action will be taken on this item