



**Monday, January 9, 2023
Library Board Meeting**

**City Hall Council Chambers
3815 Sachse Road, Building B
7:00 p.m.**

If you have any comments to submit regarding the agenda or other items related to the agenda, please e-mail those to dlaney@cityofsachse.com.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, January 9, 2023, at 7:00 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Public Comment: The public is invited at this time to address the Board. Please come to the microphone and state your name and address for the record. However, if your remarks pertain to a specific agenda item, please hold them until that item, at which time the presiding officer will solicit your comments. The time limit is 3 minutes per speaker. The Board is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take comments under advisement. Issues raised may be referred to City staff for research and possible future action.
4. Consider approval of the November 7, 2022, meeting minutes.
5. Receive an overview from Senior Librarian - Programming Shelley Salcido regarding her job duties and responsibilities.
6. Consider approval of the updated 3D Printing Service Policy.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Leah K Granger, City Secretary

Posted: 01/06/2023 by 5 pm Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 975.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

A. Regular Meeting

Subject	4. Consider approval of the November 7, 2022, meeting minutes.
Meeting	Jan 9, 2023 - Library Board Meeting
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Nov 7, 2022 - Library Board Meeting

File Attachments

[11.07.2022 Library Board Minutes.pdf](#) (122 KB)

**LIBRARY BOARD OF THE CITY OF SACHSE
NOVEMBER 7, 2022, MEETING MINUTES**

The Library Board of the City of Sachse held a regular meeting on Monday, November 7, 2022, at 7 p.m. at Sachse City Hall Council Chambers, 3815-B Sachse Road. Those present were Chairperson Dashe Williams; Vice-Chairperson John Morris; Secretary Marion Simpson; Board Member 'Dia Rhoden; Library Services Manager Daniel Laney; City Secretary Leah Granger; and Councilmember Frank Millsap.

Those absent: Rhia Johnson, Cindy Woodcock, and Joshua Frick

Chairperson Williams called the meeting to order at 7:05 p.m.

Invocation and Pledges of Allegiance to the U.S. and Texas Flags.

Ms. Williams led the pledges of allegiance to the U.S. and Texas flags.

Public Comment.

There were no comments from the public at this time.

Consider approval of the September 12, 2022, meeting minutes.

Mr. Morris made a motion to approve the September minutes as presented. Ms. Simpson seconded the motion and it carried unanimously.

Consider approval of the October 10, 2022, meeting minutes

Ms. Rhoden made a motion to approve the October minutes as presented. The motion was seconded by Ms. Williams and it passed unanimously.

Receive and Discuss the Library Manager's monthly report.

Mr. Laney summed up the month of October. The Cloud Library and Hoopla were well utilized and attendance at the 24 programs in October was very high.

Consider approval of the amended Library Circulation Policy.

Mr. Laney explained that the circulation policy sets terms for library cards and governs the borrowing of materials. He pointed out several changes to the previous version of the policy. Some of the changes included are:

- Clarified procedures related to cards for minors
- Expiration of cards increased to two years
- Borrowing privilege limits as prescribed by the system
- Added limits for other source material
- Updates to lost and damaged items procedure

After some input and questions from the Board, a motion was made by Ms. Rhoden to approve the circulation policy as presented. Mr. Morris seconded the motion and it carried unanimously.

Discuss setting a new regular meeting time for the Library Board.

Mr. Laney explained that with the move to the Council Chambers, there is potential conflict with a board that meets immediately prior to the current day and time. Ms. Williams preferred to maintain the current day and time for the Library Board meetings. She recognized that there may be occasion where the previous board runs over, but they could just convene a little late. No action was necessary.

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

Mr. Laney encouraged all to attend the Christmas Extravaganza on December 7.

Adjournment.

Chairperson Williams adjourned the meeting at 7:38 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

Marion Simpson, Secretary

A. Regular Meeting

Subject	5. Receive an overview from Senior Librarian - Programming Shelley Salcido regarding her job duties and responsibilities.
Meeting	Jan 9, 2023 - Library Board Meeting
Access	Public
Type	Information, Reports

BACKGROUND

Shelley Salcido, the Senior Librarian - Programming, joined the Sachse Public Library in August 2022. In her role as Senior Librarian - Programming, Shelley contributes to the overall workings of the library by planning and implementing events, special programs, and community outreach.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive an overview from Senior Librarian - Programming Shelley Salcido.

File Attachments

[Presentation_Senior Librarian - Programming.pdf \(1,126 KB\)](#)

Senior Librarian – Programming

Shelley Salcido

Senior Librarian - Programming

Programming Librarians contribute to the overall workings of a library in many ways. Three of the main contributions are:

- Creating, designing, organizing, and leading special events for all ages
- Leading and promoting Toddler, Preschool, and Family Story Times
- Performing community outreach and fostering connections with community members and organizations through programs and social media

Programs for All Ages

Tween/Teen Tuesdays



Contests and Movie Days



Story Times and Crafts

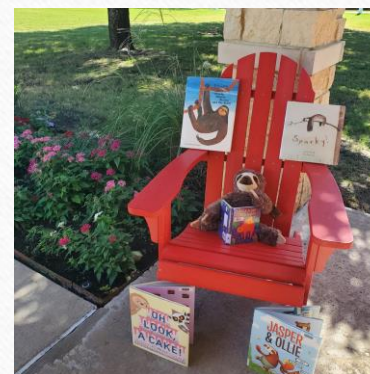
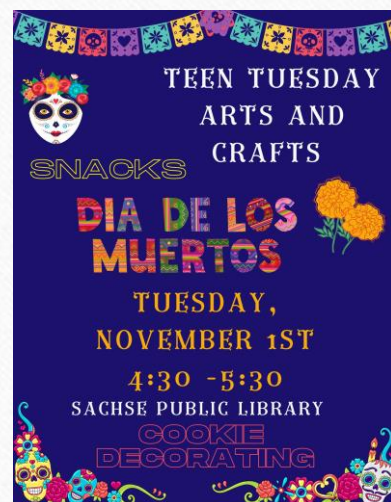
Toddler and Preschool



Family Story Times



Social Media Posts and Displays



Other Duties and Responsibilities

- Leading crafts and activities for all ages
- Creating a welcoming atmosphere by decorating and creating displays
- Developing and maintaining Library policies and procedures
- Vendor relations
- Assisting Library patrons at the service desk and many more tasks as needed



A. Regular Meeting

Subject	6. Consider approval of the updated 3D Printing Service Policy.
Meeting	Jan 9, 2023 - Library Board Meeting
Access	Public
Type	Action, Discussion
Recommended Action	Approve the updated 3D Printing Service Policy.

OVERVIEW

The 3D Printing Service Policy describes the process by which Library patrons may request items to be printed using the Library's 3D printing services. The original policy was approved by the City Council on September 4, 2018

POLICY CONSIDERATIONS

The Library Board will consider the amended 3D Printing Service Policy.

RECOMMENDATION

Approve the amended 3D Printing Service Policy.

File Attachments

[3D Printer Service Policy 1-5-2023.pdf \(152 KB\)](#)



Sachse Public Library

3D Printing Service Policy 2023

1. INTRODUCTION

The 3D Printing Service Policy describes the process by which Library patrons may request items to be printed using the Library's 3D printing services. The original policy was approved by the City Council on September 4, 2018.

2. OVERVIEW

- a. Patrons 18 years of age and older who have a Sachse Public Library card in good standing may request items to be 3D printed by submitting a 3D Print Request Form and providing a design to be printed in the form of an .stl file.
- b. Patrons with expired library cards or owing fines greater than \$5.00 will not be permitted to use the Library's 3D printing services until such time as they have an active Sachse Public Library card with a balance of less than \$5.00.
- c. Patrons are responsible for the design of objects to be printed, and staff will not modify designs for any reason. Library staff will notify patrons if a design is unprintable.
- d. Patrons will be charged a 3D printing service fee based on the total weight of the item(s) after printing. The fee for 3D printing services is defined in the City of Sachse's Master Fee Schedule.
- e. Library staff will notify patrons once their print has been completed and the item is ready for pick-up. Items not picked-up by the patron within seven days will become property of the Library, and the printing fees will be added to the patron's library card account.

3. RESTRICTIONS

- a. Patrons may not use the Library's 3D printing services to request objects that are:
 - Prohibited by local, state, or federal law
 - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others
 - Obscene, disparaging, or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights, including materials that are subject to copyright, patent, or trademark protection
 - Too large or too detailed to be completed during hours in which the Library is open
- b. The Sachse Public Library reserves the right to limit commercial or other use in connection with making 3D printing services available to all patrons.
- c. The Sachse Public Library reserves the right to refuse any 3D print request.

A. Regular Meeting

Subject	7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Meeting	Jan 9, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Information