

KRUM LIBRARY ADVISORY BOARD MEETING NOTES

October 17, 2017

Meeting Started: 7:00 Meeting Ended: 8:15

Members:

Present:

Kelly Ring – Chair
Donna O’Dania – Vice Chair

Pamela Gregory
Adrienne Pohrte
Joy Wear

Donna Pierce- Librarian

Absent:

Charlotte Guest

Austin Peterson

Visitors: none

1. Kelly Ring made a motion the minutes from the September meeting be approved, and Adrienne Pohrte seconded the motion.
2. Friends of the Library
 - Plans for the Haunted Library on October 21 are coming along well. Props and supplies are being gathered and painted as needed to be prepared for setup.
 - The Wednesday Teen Time is going well. Due to a delay from Pizza Hut at the last meeting, Pizza Hut decided to donate the pizzas sold so all pizza sales that day were profit.
3. Update from Library Director (Donna Pierce)
 - A. Monthly Statistics
 - Total number of library visits was 1,199, with an average daily library visitor total of 55. There were 17 programs held, with a total program attendance of 269. Total circulation for the month of September was 1,981 items. There were 46 new library cards issued this month.
 - B. Updates on Programs
 - Wednesday Teen Time is averaging 20-24 students weekly. To encourage students to interact with the Career Corner guests more they will receive a Teen Time Dollar for asking relevant questions. The Teen Time Dollar can be used as a credit for snacks from the FOL.
 - On Thursday, October 26 at 10 AM there will be a presentation on Medicare/Medicaid.
 - C. Updates on Managed Action Plans
 - Director Pierce continues to work with City HR Director to comply with and complete Managed Action Plans. Most recent action has been the creation and submission of monthly schedules for staff and volunteers.
 - D. Staffing Schedule
 - Director Pierce shared a sample schedule of staff and volunteer hours as submitted to City Hall.
 - Discussion ensued as to whether or not there are sufficient FTE staff hours to cover the library. Joy Wear observed that while volunteering recently, a patron needed assistance and had to look for a staff member because both were briefly away from the circulation desk. The consensus was that additional staffing hours would be useful to maintain adequate service to clients and perform all necessary duties (such as shelving, cataloging, online updates, director’s administrative duties, etc.).

4. Discuss, Consider and Take Action on changes to Library Board Charter which will be sent to Krum City Council for Approval

- Changes to the charter were highlighted and explained.
- Pamela Gregory made a motion to accept the charter as presented and to recommend the charter be submitted to City Council for approval. Donna O’Dania seconded the motion. All were in favor. The motion passed.
- To be in compliance with both the ordinance and the charter and to prevent all Board Members from rotating off at the same time, City Secretary Andrea Dzioba had requested of Director Pierce that Places 1-6 on the Library Board be assigned to each member with two places rotating off each year for the next three years. Places and term expiration will be as follows:
 - Place 1 – Donna O’Dania, September 2018
 - Place 2 – Charlotte Guest, September 2019
 - Place 3 – Adrienne Pohrte, September 2020
 - Place 4 – Kelly Ring, September 2018
 - Place 5 – Pam Gregory, September 2019
 - Place 6 – Joy Wear, September 2020
- According to Director Pierce, City Secretary Director Dzioba also said each Board Member needs to renew their Oath of Office by going by City Hall during office hours. None of the current Board Members have ever been asked to take an Oath of Office and would like to see said Oath before agreeing to it. The Oath of Office is not mentioned in the City Ordinance, the Library Board Charter, or in the Application for Vacancy on Committees. Director Pierce will contact City Secretary Director Dzioba about the Library Board’s concerns.
- Additionally, the header for City Secretary Dzioba’s list of Library Board Members reads, “Board members are entitled to serve two full consecutive three-year terms, with at least a one-year interim before being eligible for reappointment. Officers shall serve a term of one year and may succeed him/herself for up to three consecutive one-year terms. Elections shall be held at the regular meeting in October.” Concerns were raised that the phrase “with at least a one-year interim before being eligible for reappointment” does not appear in the City Ordinance or previously Council-approved Library Board Charter.

5. Election of Officers: Nominees are: Chair – Pam Gregory, Vice Chair – Charlotte Guest, Secretary – Joy Wear

- Donna O’Dania made a motion the nominees for officers be accepted as presented. Joy Wear seconded the motion. All were in favor. The motion passed.

When reviewing the date of the next scheduled meeting, it was observed that the third Tuesday in November (11/21) is the week of Thanksgiving. Since several members will be out of town, the November meeting will be held on the second Tuesday (10/14) instead.