

Krumm Public Library Board Mtg.  
Minutes - Sept. 27, 2005  
7:00 p.m.

I. Call to order - 7:00 p.m.

Board Present - Carl Guesz, George Hubbard,  
Bonnie Barthold, Kathy Stargem,  
Donna Odawa, Paige Wimmer,  
Becky Benedict

II. Citizens Agenda - none

III. Board Agenda

A. Minutes - approved as corrected  
Paige ~~point~~ motioned  
George seconded

B. Treasurer's Report - attached  
City of Krum budget attached  
(1) Mayor's recommended budget  
passed. We basically  
stayed where we were  
as far as budget.

IV. Old Business

A. Long Range Plan - attached

(1) Ways to present plan to community  
discussed.

a. Wed. Morning Moms Club

b. Seniors

c. Friends of Library

Plan should be turned in to  
M.T. Regional Library System  
by 2nd week in Oct.

(2) 501C3 non-profit foundation

Needs to be Served - Friends of Library to be approached first.

B. TSB MCS - Becky went over Facility Standards - attached.

C. Loan Policy - Videos  
Change made #4 - attached  
Mentioned - Bonnie  
Seconded - George

D. Motion was made to accept Kathy S.  
as sub Gov system Representative  
Paige - mentioned  
Donna - seconded

V Librarian's Report - Becky sends the Monthly Report + News to City Council.

VI. New Business

(1) Library Hours Change

Tuesday morning open at 10:30 -  
close 4:00 - for continuing  
education.

Mentioned - Donna  
Seconded - Bonnie

VII. Adjourned

Board Approved  
9/26/05

## LOAN POLICY

Books and other media will be checked out to patrons as long as they have an up-to-date, non-restricted library card on file at the library. To obtain a library card, the patron must:

1. Be a resident of the state of Texas.
2. Present some form of identification (driver's license, student card, tax receipt, etc.)
- \*3. The library card for a child under 18 years of age must be signed by a parent or guardian. A child may receive his/her own library card upon entering first grade. Parents/guardians must check out items for younger children on their card.
- \*4. Customers less than 18 years old are restricted to checking out VHS and DVD with a G (General Audiences) Rating or containing information for General Audiences~~Patrons must be at least 18 years old and supply proof of age via Texas Driver's License or other picture ID in order to check out videos. A signed note from the parent/legal guardian, to be verified by library staff, will be required for anyone under 18 years of age wishing to check out a video tape and/or player.~~
5. Materials will be checked out according to the following policy:
  - A. Books & Reading Aids - 2 weeks;
  - B. Multimedia & Media Devices - 1 week;
  - C. Reference materials - may not be checked out;
  - D. Some materials may be temporarily put on a shorter check-out period due to high demand.
6. Books may be re-checked for two weeks as many times as necessary by bringing the book into the library to have it stamped or by calling the library and entering the new due date on the date due slip in the front of the book. However, materials on a reserve list may not be renewed.

## FACILITY STANDARDS

Library facility standards are based on the library's mission statement and service goals.

Major service factors to consider in developing a facility plan are: collection size, use of technology, adult and children's programming, seating, and meeting room space.

Architectural formulas for space allocation described in Appendix B should be used to determine actual facility size and design.

In addition, the following list should be utilized in developing a future facility plan or evaluating an existing facility so that the library will:

- Comply with federal, state and local building codes, including the *Americans with Disabilities Act* (ADA) and the *Texas Architectural Barriers Act* (TABAA);
- Have emergency manual and disaster plan;
- Review existing and future facilities to provide a safe, secure environment;
- Have a plan and annual budget for the maintenance of building and grounds;
- Have convenient and adequate parking based on applicable building codes and anticipated usage;
- ✓ • Have an exterior sign identifying the facility as a library that is clearly visible from the street;
- Feature well designed signs and graphics including the display of the International Symbol of Accessibility, where appropriate;
- Incorporate changes to existing and future libraries to move toward sustainable buildings by addressing environmental issues, e.g. conserving water, using recyclable materials;
- Have adequate provision for current and future electrical, data and telephone connections;
- Have controlled temperatures and humidity for the benefit of users and staff as well as the protection of library property;
- Have adequate interior and exterior lighting in all areas;
- Have an after hours book return that is fireproof in a safe, well-lit area;
- ✓ • Have furnishings and equipment adequate to the needs of users and staff;
- Have adequate space to meet its service, operation and storage needs;
- Have adequate noise control;
- Have meeting space available for library programming and for use by community groups, if such is a part of the library's plan;
- Be located and designed with input from all stakeholders, including users, staff, and governing officials, and provide accessibility to the greatest number of users; and
- Review space needs assessment every five years.