

KRUM LIBRARY ADVISORY BOARD MEETING NOTES

November 14, 2017

Meeting Started: 7:04 Meeting Ended: 8:34

Members:

Present:

Pamela Gregory – Chair

Donna O’Dania

Kelly Ring

Joy Wear

Donna Pierce- Librarian

Absent:

Charlotte Guest – Vice Chair

Adrienne Pohrte

Austin Peterson

Visitors: none

1. Kelly Ring made a motion the minutes from the October meeting be approved, and Joy Wear seconded the motion.
2. Friends of the Library
 - A. Haunted Library
 - Approximately 50 people attended, and there were over 20 volunteers.
 - The meeting room worked out great as a waiting area and space for younger children. Several compliments were received from visitors regarding what a great job they had done and how much fun the Haunted Library was. If repeated next year they will limit participants to two times through since some people went through multiple times.
 - B. Finances
 - Starting balance of \$3134.39 and ending balance of 3500.12. Balances reflect Haunted Library expenses but not income.
 - Teen time is not raising funds for the Friends of the Library but they are breaking even each week. Members have also purchased some supplies on sale recently to increase profit in the future.
3. Update from Library Director (Donna Pierce)
 - A. Monthly Statistics
 - Total number of library visits was 1,532, with an average daily library visitor total of 73. There were 21 programs held, with a total program attendance of 343. Total circulation for the month of October was 1,955 items. There were 26 new library cards issued this month.
 - B. Updates on Programs
 - Children’s Hour is averaging 10-12 children. The Book Club has 4 attendees. Lego Tuesdays has a low attendance of 2-5 but will continue because it is very low maintenance (setup as well as man-hours).
 - There will be an informational program on Medicare this Thursday.
 - Potential program topics for the new year include anti-scam information.
 - C. Update on Managed Action Plans
 - Proposed monthly schedules for staff and volunteers have been submitted for September – January, and actual schedules have been submitted for September – October.
 - Due to receiving a full time position, staff member Greg Tolle has resigned and there is a staff vacancy. This opening has been posted on the City of Krum website by City HR Director.

- The vacancy has created a potential for having only one staff member present during open hours if any scheduled staff member is sick or on vacation. For example, Director Pierce will be on approved vacation during Thanksgiving week. If one of the two remaining staff are sick or unable to work that will leave one staff member working alone. To address this concern, Director Pierce will make Police Chief Hargis aware of the situation ahead of time, and Library Board members Kelly Ring and Pam Gregory will be “on call” if staff has safety concerns.
4. Discuss Council’s response to Library Board Charter. Take action if changes are needed.
 - The charter was not accepted by City Council because both the charter and the ordinance establishing the board are governing documents. City of Krum Boards, Committees and organizations should be governed by only one governing document.
 - The attached document “Krum Public Library Advisory Board” will serve as guiding principles for the Library Board. The duties listed are a summary of the City Ordinance, while the suggested responsibilities and duties are a more detailed look at what the Library Board’s responsibilities should include.
 - The City Attorney feels that some of the items in the charter could be a hindrance to recruiting citizens to serve on the Board.
 5. Discuss Oath of Office and Open Meeting Act videos
 - Everyone needs to complete these items as quickly as possible. Director Pierce will check to see if Oath of Office can be administered at the next Library Board meeting or at another time when we can all gather.
 6. Discuss, consider and take action on Art Policy to send to Council for approval.
 - Only recommended change was to the first sentence of the section Exhibitor Responsibilities on page 4. It should read “The exhibitor must agree to the liability release statement on page 2 of the Art Exhibit Agreement.” This change should prevent the confusion of potential exhibitors looking for a separate waiver of liability.
 - Joy Wear made a motion to accept the Art Exhibit Policy and Agreement as amended and to recommend the Policy and Agreement be submitted to City Council for approval. Kelly Ring seconded the motion. All were in favor. The motion passed.

Director Pierce announced she will be out of town for the scheduled December meeting. As there is nothing pressing on the agenda, the December meeting is being cancelled. Director Pierce also asked if the regular meeting time could be changed to the 2nd Tuesday of the month. All were in agreement.