MINUTES OF THE MEETING OF THE
NICHOLSON MEMORIAL LIBRARY ADVISORY BOARD
September 19, 2011

The Library Advisory Board met Monday, September 19, 2011, at 6:00 p.m., at the Central Library. The following were in attendance.

Members Present:	Chair	Bettye Haynes
	Vice Chair	Mike McCorstin
	Board Member	Robert Brandon, Jr.
	Board Member	Barbara Chick
	Board Member	Adriana Liberto
	Board Member	Barbara Stanley
Members Absent:	Board Member	Julius Irozuru
	Board Member	Jerry Redden
Staff Present:	Director	Claire Bausch
	Assistant Director	Connie Moss
	Support Staff	Kathleen Cizek
	Support Staff	Gail Brigham-Payne
	Support Staff	Katie Mills

CALL TO ORDER

Meeting called to order at 6:05 p.m. by Chair Bettye Haynes.

READING & APPROVAL OF PREVIOUS MINUTES

Motion made by Adriana Liberto, seconded by Barbara Stanley to approve the minutes of the August 8, 2011 meeting with necessary corrections. **Motion carried**.

LIBRARY BOARD APPOINTMENTS

Notification from the City Secretary has confirmed the reappointment of Bettye Haynes, Mike McCorstin and Barbara Stanley to the Library Board. Barbara Chick has been appointed to fill the District 6 position.

CENTRAL LIBRARY RENOVATION PROJECT REPORT

Director Bausch reported the Central Library Open House is scheduled for October 8. Badges have been prepared for Council Members, Board Members, Friends and Advocates. Activities will include remarks, ribbon-cutting and hourly events from 10:30 a.m. until 4:00 p.m. Friends of the Library are serving as hosts, providing light refreshments.

OPERATING BUDGET FY 2011-2012

Chair Haynes reported the 2011-2012 Operating Budget was approved by the City Council. Director Bausch reported the result will be a flat budget for the Library for the upcoming fiscal year.

CAPITAL IMPROVEMENTS PROGRAM PLANNING

Director Bausch reviewed the Library's anticipated capital improvement requests with Board Members. Funding availability for RFID is not feasible at this time.

The greatest concern is that bond funding for the Library's materials budget is running out. If additional funding is not identified, funds will be reduced by $250,000, which is the remainder of the bond funds. By 2013, there will be no bond funds left for materials. Funding for library materials has been stable since 1998; however, a 28% increase in inflationary costs since then, and the necessity to outsource some cataloging and processing of new materials has reduced the actual buying power from over $1,050,000 to approximately $442,900.

Other potential capital improvement requests are upgrading the manual lettering monument signs at South Garland and Walnut Creek Branches, and upgrading lighting in the Central Library parking lot and along the front sidewalk.

PORTAL UPGRADE

Electronic Resources Librarian, Katie Mills, made a presentation on the Library's portal upgrade, as well as some of the existing and new subscriptions databases. These are being made available to cardholders and are accessible from the library public access computers or from any Internet-connected computer:

AtoZ Maps Online - World, continent, country, and state maps

AtoZ the USA – 50+ reproducible maps representing all states, which are in demand by students and others

AtoZ World Travel – including hard-to-find travel information for cities

Learning Express Computer Training - Popular software tutorials, including computer and Internet basics

Downloadable Disney Collection -"Always Available" access to hundreds of interactive Disney titles

SAMS Photofacts - reliable, consistent repair data, schematics and other service guidelines for home electronics

Value Line Research Center – Extensive information on Standard, Small- & Mid-Cap Stocks, plus Mutual Funds, Options, Special Situation Stocks and Convertibles.

CHILI FRESH ONLINE SERVICE

Katie Mills presented a demonstration of the new Chili Fresh book reviewing software for library patrons, by library patrons. Chili Fresh will appear as a catalog enhancement tool, allowing patrons to communicate reviews to patrons of other libraries nationwide.

PUBLIC FAX MACHINE

Assistant Director Moss reported on the new patron fax machine service at the Central Library. The vendor supplying the service has locations in a number of area public libraries and should satisfy the regular patron requests to fax documents.

STAFF REPORTS

A. Facilities and Technology Systems

The Central Library, South Garland Branch and North Garland Branch are still experiencing problems with cooling systems. South Garland's problems have been the most severe. Facilities Management will be regularly monitoring and cleaning HVAC equipment at all locations.

Patrons smoking near the entrances of library facilities has become more of an issue. "No Smoking" signs at the Central Library have been torn down. "No Smoking Near Entrance" signs recently have been added along the sidewalk near the entrance of the North Garland Branch.

More than one arson attempt was made at the Central Library exterior book return. These were reported to the Garland Police Department and steps have been taken to monitor the situation.

Library Staff met with employees from the City Attorney's Office and the Garland Police Department to clarify the legality of carrying handguns.

There is a continuing problem with juveniles disrupting operations at the North Garland Branch. Assistance was requested from the Garland Police Department to discourage and alleviate this.

B. Staff

Thirteen position vacancies are anticipated by October 1. This will hamper the Library's ability to staff service desks during open hours and perform necessary support work.

C. Programs & Services

The Library hosted its third model train exhibit August 25, 26, and 27 provided by the Spring Creek Model Railroad Club. The exhibit featured a variety of mode train layouts representing historical eras of railroading since the 1880s. The exhibit had attendance of 1340.

Early Literacy Stations usage numbers for August showed high usage for the service, which has not yet been advertised. Sessions totaled 5,234, with 12,234 software programs used.

D. Friends of the Library

The Friends Annual Membership Drive during September included a sign-up contest. The Friends' Fall Book Sale was held on September 15th for members, and September 16th & 17th for the general public was held in the Friends area at the South Garland Library.

The Friends elected Delia Husereau as President.

DISCUSS FUTURE AGENDA ITEMS

Revision of Circulation Policy, as well as a briefing on social media and libraries will be included on a future agenda.

ADJOURN

Meeting was adjourned at 8:00 p.m. by Chair Bettye Haynes.

Library Advisory Board

Signed:

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Bettye Haynes, Chair

Attest:

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Claire Bausch, Director of Libraries