

CITY OF HURST
COUNTY OF TARRANT
STATE OF TEXAS

On the 21st day of May 2019, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present:

Betty Whiteside)	Chair
Ruth Kennedy)	Vice-Chair
Janie Melton-Judy)	Members
Peggy Moore		
Gus Nixon		
Margaret Coleman		
Linda Dibley		
Julie Granquist)	Alternate
Kyle Gordon)	Executive Director of Community Services
Vanessa Patchen)	Assistant Library Director
Teri Smith)	Community Services Administrative Assistant
Hannah Titony)	Library Administrative Assistant

with the following members absent: none, constituting a quorum, at which time the following business was transacted:

I. Call to Order

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

II. Roll Call of Members

Teri Smith conducted the Roll Call of Members.

III. Approval of Minutes

The minutes of the March 19, 2019 regular meeting were reviewed and approved as written.

At the request of Staff, the following item was moved to the top of the Agenda:

IX. Informational Items

A. 2019 Summer Reading Club Preview: Beverly Kirkendall gave a brief overview of the Youth portion of this year's Summer Reading Club Program stating that the theme for this year is *A Universe of Stories*. Everyone is encouraged to read at least 20 minutes per day and prizes will be awarded for the number of hours read by each child. The goal for Youth Summer Reading Club this year is 860 participants reading 1,400,000 minutes.

Danyelle Weiss gave a brief overview of the Teen portion of Summer Reading Club stating that there will be programs for the teens every week in June and July including a self-care wellness party, sci-fi movies, a laser tag tournament, and Galaxy Game Night. The goal for this year for the teens is 326 participants reading 530,160 minutes.

Bryce Francis gave a brief overview of the Adult Summer Reading Club stating that the Noontime and Evening MasterWorks series will continue through the Summer along with Games, Crafts for a Cause, ESL Classes, Hand Lettering and Calligraphy, and Trivia Night. The goal for Adults this year is 500 participants reading 1,200,000 minutes.

IV. Librarian’s Report

A. Statistical Reports for March and April: The Library Statistical Reports for March and April were distributed to the Board. Vanessa Patchen reviewed the reports.

March

Circulation.....	35,052
Number of Active Patrons.....	32,312
Volunteer Hours.....	194
Door Count.....	12,076
Electronic Usage Sessions.....	5,624
Page Views.....	6,789
Net Revenue	\$ 1,292
Children’s Programming.....	1,296
Adult Programming.....	1,389

April

Circulation.....	33,504
Number of Active Patrons.....	29,610
Volunteer Hours.....	206
Door Count.....	11,216
Electronic Usage Sessions.....	5,359
Page Views.....	6,086
Net Revenue	\$ 1,052
Children’s Programming.....	255
Adult Programming.....	991

B. Program & Events Reports for March and April: The Program & Events Reports for March and April were distributed to the Board. Vanessa Patchen reviewed the report. Pictures of the events were displayed.

C. Upcoming Programs and Events: The Upcoming Programs and Events report was reviewed by Vanessa Patchen. Pictures were displayed for the Board.

D. Works in Progress

- 1. Access Control System Maintenance:** Vanessa Patchen explained that Library’s access control system quit working and had to be replaced. The new system has been installed and is now working efficiently.
- 2. Parking Lot Improvements:** Ms. Patchen informed the Board of the crosswalk that will be painted this week at the front entrance to the Library.
- 3. Collection Inventory Project:** Ms. Patchen explained that Library Staff is currently going through the Library’s second complete inventory process. The process began on April 4th and will continue throughout the Summer. Thus far, 70,582 items out of a collection of 126,319 items have been processed.

4. **Integrated Library System Upgrade:** Ms. Patchen reported that Staff has updated the Library catalog system. This upgrade allows for better functionality and system administration.

E. Staff Activities

1. **Annual Texas Library Association Conference:** Vanessa Patchen informed the Board that in April, Jesse Loucks, Robin Swaringen, Bryce Francis, and Danyelle Weiss attended the Annual Texas Library Association Conference in Austin, where Mr. Loucks was presented the *Wayne Williams Library Project of the Year Award* for the Hurst Public Library's collaborative effort with Hurst, Euless, and Bedford with the *HEB Think Tank*.
2. **Employee Giving Day:** Ms. Patchen stated that several Community Services employees participated in the City's Employee Giving Day Event on April 5th. Photos of the efforts to improve several homes in Hurst were displayed for the Board.
3. **Advocacy Team Activities:** Ms. Patchen explained that the Advocacy Team has partnered with the Human Resources Department to produce a new employee orientation that includes a tour of each department of the City and revamping of the Employee Recognition Program.
4. **Personnel Update:** Kyle Gordon reviewed the Organizational Chart for the City of Hurst. He reported that Malaika Farmer and Clayton Fulton have been promoted to Assistant City Managers. Ms. Farmer will be over Community Development and Community Services. He noted that his own title has now changed to Executive Director of Community Services, taking on the position created after the retirement of Allan Heindel. The Board congratulated Kyle.

V. Reports of the Committees

A. Friends of the Hurst Public Library

1. **March and April Revenue Reports:** The Friends revenue reports for March and April were provided for the Board.

VI. Communications

- A. **Thank You Notes:** Kyle Gordon displayed a thank you note from Allan Heindel for the gift he received from the Library Board members for his retirement. Vanessa Patchen displayed several thank you notes from Library patrons to Library Staff for their helpful service.

VII. Unfinished Business

None at this time.

VIII. New Business

None at this time.

IX. Informational Items

- A. 2019 Summer Reading Club Preview:** This item was moved to the top of the Agenda.
- B. HEB Reads! Kickoff Event Recap:** Hannah Titony gave a brief overview of the HEB Reads! program that was held on May 4th. The Hurst Library had a booth with a craft, a raffle, photo booth, etc. Staff handed out over 3,500 bags filled with Library activities information.
- C. BISD Reads Kickoff Preview:** Vanessa Patchen explained that Hurst Public Library Staff participates in the BISD Reads event every year. This year’s event will be June 1st. Staff will give free books to every student who attends.
- D. 1,000 Books Before Kindergarten:** Ms. Patchen explained the 1,000 Books Before Kindergarten program and displayed a photo of the City of Hurst’s first child to read 1,000 books before Kindergarten.
- E. Heritage Village Presents:** Kyle Gordon gave an update of the Concert in the Park event on April 26th with 250 in attendance, the upcoming Summer Kickoff on May 30th, and the Fall events including Salsa y Salsa on September 5th, Dogtoberfest on October 3rd, and Movie in the Park on November 1st.
- F. Oral History Video Update:** Hannah Titony informed the Board that the 16th video for the Oral History project has been included on the City website. This concludes Phase IV and Phase V videos will be added. Currently, names are being considered for Phase VI.
- G. Holiday Closure:** Kyle Gordon informed the Board that the Library will be closed on May 27th in observance of Memorial Day.

X. Board Member and Citizen Comments

None at this time.

XI. Adjournment

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:40 p.m.

APPROVED this the _____ day of _____, 2019.

APPROVED:

ATTEST:

CHAIR

RECORDING SECRETARY