



**HALTOM CITY PUBLIC LIBRARY BOARD**  
4809 Haltom Road, Haltom City, TX 76117  
Board Room  
Tuesday, October 25, 2016  
6:00 p.m.

The Haltom City Public Library Board held its October regular meeting on Tuesday, October 25, 2016 in the Haltom City Public Library Board Room, 4809 Haltom Road, Haltom City, with the following Library Board members present:

Rexanne Grove, Chair  
Loretta DuBois  
Terri Grizzelle  
Bonnie Richards  
Patsy Sullivan

Absent: Bette Bronstad  
Teresa Cabano  
Donna Peterson

Also Present: Lesly M. Smith, Library Services Director  
Erica Gill, Assistant Library Services Director

**CALL TO ORDER:**

- Chairman Rexanne Grove called the meeting to order at 6:02 p.m.

**ACKNOWLEDGMENT OF VISITORS:**

None.

**ITEMS OF ORDER:**

**1. Approval of Minutes**

Loretta DuBois made a motion to approve the minutes of the Library Board meeting held on September 27, 2016. Terri Grizzelle seconded the motion. The minutes of the Library Board meeting held on September 27, 2016 were approved.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

### **2. Library Board Action Calendar 2016**

Chairman Rexanne Grove asked if there was anything happening that should be noted. Patsy Sullivan asked if the Library was going to serve as a polling location on Election Day. Lesly Smith confirmed that it will be a polling location on Election Day.

### **3. Director's Monthly Report**

Library Services Director, Lesly Smith, reported the following for the month of October:

- Logo: The new logo has been changed on the library's app.
- Vacancies at the Library: The vacant Library Page position has been filled. Karen Santillan started working last week. A candidate has been selected to fill the Administrative Secretary position, and Human Resources is currently in the process of background checks and making an offer to candidate. The Librarian position will be next.
- Voting Site: The Library is a polling location for the November 8 General Election. This does not include early voting.
- Programs for 2017: Library staff will continue Super Science Saturdays, Coloring & Cookies for Grown Ups, Family Movie Nights, Night of Romance, and the Pumpkin Decorating Contest for 2017.
- Roof Leaks: The pipe causing the leak in the ceiling has been repaired. Two small rain events have occurred with no problems. Public Works staff is waiting for a big rain event to ensure the issue has been resolved before the holes in the ceiling are repaired.
- Pumpkin Decorating Contest: The entries for the Pumpkin Decorating Contest can be viewed on the Library's page, Photo Gallery (<https://www.flickr.com/photos/haltomcitypubliclibrary/sets> or on the City's page.

Following the report, there was discussion of the annual statistics and Interlibrary Loan service. Bonnie Richards inquired into the large drop in ILL items sent out. Lesly Smith said this was the result of the budget cuts from the Texas State Library (actually the Legislature). Interlibrary Loan service funding was drastically cut. The State Library does offer a reimbursement for a portion of the cost to lend items. Due to the extensive paperwork that was required by both the Library and Human Resources staff we were only able to satisfy documentation criteria to receive partial reimbursement. We did receive partial reimbursement for postage (\$388.00). She also mentioned that we charge Haltom City patrons \$3.00 for postage to borrow an item. Rexanne Grove asked if we could charge for incoming (lending) requests. Smith will investigate.

#### **4. Friends of the Haltom City Public Library**

Patsy Sullivan, President of the Friends of the Haltom City Public Library, reported the following:

- Last week was National Friends of Libraries Week, and the Friends had activities scheduled for each day: Applebee's Fundraiser Breakfast; honored Haltom City's first responders with 180 thank you notes from patrons and delivered to fire and police personnel along with treats (with notes still coming in); gave away 170 children's books, 114 paperbacks, and 147 VHS tapes; a few books were returned on Amnesty Day; thank you bookmarks were handed out to patrons on two days.
- Friends will be helping with the Hooowling Halloween party on Thursday, October 27, handing out treats. Volunteers needed.
- Next meeting is Wednesday, November 2 at 2:00 p.m.

#### **5. Election of Officers**

Lesly Smith reported that the Library Board is on a calendar year instead of fiscal year. The election of officers will be in January. Rexanne Grove, Chairman, asked what the Board would do if an officer is not reinstated after the elections. Lesly Smith will clarify with the City Secretary.

#### **6. Monthly Meetings**

Lesly Smith asked whether or not it was important to continue monthly meetings. She pointed out that the Board has the authority to change the frequency of their meetings. Terri Grizzelle stated she would not like to make a decision without all members present. Rexanne Grove agreed to table the item and place it on the November agenda.

#### **NEXT MEETING:**

November 29, 2016

#### **ANNOUNCEMENTS/CORRESPONDENCE:**

Lesly Smith announced that the Water Donation Fund takes in a little over \$900 a month.

#### **ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

Respectfully yours,

A handwritten signature in cursive script that reads "Bonnie Richards". The signature is written in black ink and is positioned above the printed name and title.

Bonnie Richards  
Secretary, Haltom City Public Library Board