

Library Board of Trustees  
February 10, 2015 at 5:30pm at the Library

The Meeting was called to order by Chair, Katie Gwaltney at 5:34 pm. Those present were Peggy Bissett, Peggy Proffitt, Barbara Owens, Carol Poss, Jill Crane, Horace Staph, Katie Gwaltney, and Sandy Underwood. A quorum is present

There were no citizens to be heard.

The minutes for the January 13<sup>th</sup>, 2015 Board of Trustees Meeting were read and one correction was made. Peggy Bissett moved that the minutes be accepted as corrected. Jill Crane seconded the motion. Unanimous approval.

Board organization and responsibilities were discussed. The LVPL Board of Trustees is an advisory board.

1. In asking how to update by-laws, Director Sandy Underwood discussed this with her supervisor, Assistant City Manager Crystal Caldera. It was learned that the board makes their own by-laws and votes on them. They do not have to be sent to city council for voting.
2. Board notebooks will be created, one for each board member. They are to be left in the library on a shelf outside the director's office. They will include minutes and statistics, a Trustee Board Guide published by the state and more.
3. Information flow between board and city: Sandy sends agendas and minutes to the city secretary. Secretary then includes them in the city council packets. Council members at that point read packets and are informed of board activity.
4. Two trainings required of public officials (board members included). They are the Open Meetings Act and the Public Information Act. They are one hour each and can be completed online. Sandy will email out links for those wanting to complete at home. Otherwise, a time can be set to come to the library and use public computers to take complete training. To be completed by all by the May 2015 meeting.
5. Question was brought up of why board has no funding or budget for special events such as volunteer party. To be pursued.
6. Joyce does NOT want a public party of any type. Instead, a simple lunch with a few people. The board informally talked about going in and purchasing a SPURS toaster as a joint gift to give Joyce. Cost will be \$6 per person.
7. Susan Priesand resigned from her board position. Dr. Staph moved the resignation be accepted. It was seconded by Barbara Owens. Unanimous approval.

## Library Director's Report

The volunteer appreciation party is Saturday, April 11 from 2 – 4 pm. Gift selection narrowed to either tote bags or key chains. Sandy will look into pricing and order.

Weekly meetings with ACM Crystal Caldera are very productive and lead to better communication.

The ACM mentioned that the board should plan on doing a short presentation based on what they have been doing the past year, including 5-10 slides. This can be scheduled for a future board meeting.

LVPL received the Texas Municipal Library Director's Association award for Excellence in Library Service for 2014.

Inventory is close to complete, anticipating end of February.

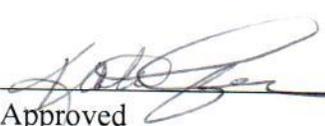
Donation was received from Ralph Lopez for adult fiction purchases. He gave the proceeds of a books he's been writing to the library rather than keeping them.

Review of statistic report and input on changes: It was suggested that the "value of items deleted" be removed from report as the cost reflected is the original purchase price, often of a very old item whose value no longer is that. No merit seen in this statistic as weeding is healthy for a library and this statistic sounds negative. Also add in statistic for one year ago for the same month as is more "apples to apples" than the prior month.

Carol Poss reported that the first Saturday book sale brought in \$100. The spring book sale will most likely be scheduled for April. Also, the Friends of the LVPL is registered as a charity for the BIG GIVE SA drive on May 5.

The next meeting is March 10 at 5:30 pm.

There being no further business or announcements, Dr. Staph moved to adjourn the meeting, Barbara Owens seconded the motion, motion approved and the meeting adjourned at 7:02 pm.

  
Approved

10 March 2015  
Date