



City of Hutto

Agenda

Library Advisory Board

Monday, January 9, 2023 at 6:00 PM

2nd Floor Executive Board Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

- 3.1. Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the Board on agenda issues and non-agenda issues that are a matter of the jurisdiction of the Library Advisory Board (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on 11/7/22. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to the Board.

4. STAFF COMMENT

- 4.1. Update and discussion of current Library status.

5. AGENDA ITEMS

- 5.1. Consideration and possible action to approve November 7, 2022 Library Advisory Board Minutes.

6. ADJOURNMENT

7. CERTIFICATION

I certify that this notice of the 9th of January, 2023 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on 5th of January at 5:00 P.M.



Tanya Bechara

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made

48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

5.1.



To: Library Advisory Board
Subject: Consideration and possible action to approve November 7, 2022 Library Advisory Board Minutes.
Meeting: Monday, January 9, 2023
Department: Library
Staff Contact: Tanya Bechara

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. LAB - 11-07-2022 Minutes

MINUTES

Library Advisory Board Meeting

6:30 PM - Monday, November 7, 2022

City Hall Executive Conference Room



LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson

Nelida Ortiz, Vice Chair

Robin Bell

Marcus Coleman

Bruce Anderson

Susanne Caulfield

1 **CALL MEETING TO ORDER**

Meeting was called to order at 6:34pm by Chairperson Chappell.

2 **ROLL CALL**

Members of the Library Advisory Board present: Chairperson Tara Chappell, Nelida Ortiz, Robin Bell, Bruce Anderson, Marcus Coleman, and Susanne Caulfield

Member of City Council present: Dan Thornton

Members of the City Staff present: Colleen Tierney, Library Manager, and Kristi Barnes, Community Outreach & Programs

3 **PUBLIC COMMENT** No Public Comment

4 **STAFF COMMENTS**

4.1 Update and discussion of current library status.

Tierney shared updates for the Library regarding the staffing of the Library. Tierney stated that she has taken a position as the Director of the Kyle Library which is closer to her home. Circulation Clerk, Grace Russell resigned in October and Amy Sepulveda has taken her place. Another Circulation Clerk has been hired to fill her position. Her name is Kathy Lea. She will begin on 11/14/22. Tanya Bechara will fill in as Interim Library Manager until a replacement is found. Tierney indicated the City Manager is supportive of pausing programming while the Library is in this transition. Tierney shared library monthly statistics and reports as well as the Summer Reading Report. She also shared the letter from TSLAC which stated that the Hutto Public Library was accredited for another year. The Public Works Department completed the ADA parking spot adjacent to the Library Book Drop.

5 **AGENDA ITEMS**

5.1 Consideration and possible action on the July 11, 2022 Library Advisory Board meeting minutes.

Anderson motioned to accept the July 11, 2022 Library Advisory Board meeting minutes. Bell seconded the motion. Motion passed 6-0.

5.2 Consideration and possible action to approve proposed meeting dates for 2023 Library Advisory Board Meetings.

Ortiz motioned to accept the dates as presented and change the start time to 6:00 pm. Bell seconded the motion. Motion passed 6-0.

5.3 Consideration and possible action to elect Secretary for keeping Meeting Minutes.

Discussion ensued. Ortiz motioned to elect Bell as the Board Secretary. Anderson seconded the motion. Motion passed 6-0.

5.4 Consideration and possible action to approve Strategic and Development Plan 2022-2023.

Discussion ensued about the City conducted survey and the results presented in the plan specifically around technology and methodology of the survey. Details were requested regarding the digital collection and a discussion ensued. Tierney stated that the Mission and Vision Statements were not edited since she is not staying in the position and it would be better left for the next Library Manager. Tierney indicated that the Library Advisory Board could work with the next Library Manager to develop a Long Range Plan which could be 3-5 years. Bell moved to approve the Strategic and Development Plan as presented. Caulfield seconded the motion. Motion passed 6-0.

5.5 Update and discussion on Book Challenge

Discussion ensued. No action taken.

6 ADJOURNMENT

Chappell adjourned the meeting at 8:11 pm.

7 CERTIFICATION

I certify that the meeting minutes are official, on the 10th day of January, 2023 at 6:00 PM and will remain available through City of Hutto offices as reference to the business conducted during the meeting.



Tara Chappell, Chairperson
Library Advisory Board

Attest:

Colleen Tierney,
Library Manager