



MINUTES
Library Advisory Board Meeting
6:30 PM – November 16, 2020
City Council Chambers

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Christina Garza, Vice-Chair
Dwight Baker
Havala Merit
Brian Thompson
David Westbrook
Scott Rose

1 CALL MEETING TO ORDER

Meeting was called to order at 6:36pm by Chairperson Chappell.

2 ROLL CALL

Members of the Library Advisory Board present: Chairperson Tara Chappell (via telephone conference), Vice-Chair Christina Garza, Havala Merit, and Brian Thompson

Members of the City Staff present: Jessica McCart, Library Manager, Kristi Robich, Community Outreach & Programs Manager

City Council Member present: Tanner Rose

3 PUBLIC COMMENT

No Public Comment

4 AGENDA ITEMS

- a) **Consideration and possible action on the July 14, 2020 Library Advisory Board meeting minutes.**

Merit motioned to accept the July 14, 2020 Library Advisory Board meeting minutes with changes to spelling errors. Garza seconded the motion. Motion passed 4-0.

- b) **Update, and discussion, on current library operations.**

- Discussion ensued on library's current status. No action taken.

c) Update and discussion on future accreditation criteria and a potential emergency rule adopted by the Texas State Library and Archives Commission.

- Discussion ensued on how library isn't meeting two accreditation criteria. No action taken.

d) Consideration, and possible action, on the Library Advisory Board annual calendar.

- McCart proposed the following dates for 2021 Library Advisory Board meetings:
 - Monday, February 8th @ 6:30pm
 - Monday, May 10th @ 6:30pm
 - Monday, August 9th @ 6:30pm
 - Monday, November 15th @ 6:30pm
- No objections were made

Thompson motioned to accept the 2021 meeting dates. Merit seconded the motion. Motion passed 4-0.

e) Discussion, and possible action, concerning Interlibrary Loan Policy.

McCart proposed to change the Interlibrary Loan Policy to state:

- Interlibrary loan is the process of lending and borrowing materials between libraries via a mailing system. Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Hutto Public Library's collections. Hutto Public Library cardholders, 18 years of age or older, in good standing, can participate in the Interlibrary Loan service after holding a card for two months. This service is free of charge; however patrons may be requested to pay return postage on these borrowed items.
 - *Changes are highlighted in yellow*

Garza motioned to accept change in Interlibrary Loan Policy. Merit seconded the motion. Motion passed 4-0.

f) Discussion, and possible action, concerning Non-Resident Library Card Policy.

McCart proposed a change to the Non-Resident Library Card Policy to state:

- Non-Resident: People not living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for a \$10 annual fee. This fee will give non-residents full access to the library's collection, and will be charged yearly at the time of renewal.
 - *Changes are highlighted in yellow*

Thompson motioned to change "City of Hutto limits and Hutto ISD boundaries" to "City of Hutto limits or Hutto ISD boundaries. Merit seconded. Motion passed 4-0.

New Non-Resident Library Card Policy proposed as follows:

- Non-Resident: People not living or owning property within the City of Hutto limits or Hutto ISD boundaries may obtain a library card for a \$10 annual fee. This fee will give non-residents full access to the library's collection, and will be charged yearly at the time of renewal.
 - *Changes are highlighted in yellow*

Garza motioned to accept the change in Non-Resident Library Card Policy. Thompson seconded. Motion passed 4-0.

5 ADJOURNMENT

Garza motioned to adjourn the meeting at 7:45pm. Thompson seconded the motion. Motion passed 4-0.

I certify that the meeting minutes are official, on the 8 of February, 2021 at 6:43 PM and will remain available through City of Hutto offices as reference to the business conducted during the meeting.

/s/

Tara Chappell, Chairperson
Library Advisory Board

Attest:


Jessica McCart,
Library Manager