



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, NOVEMBER 18, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
500 W. LIVE OAK STREET**

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Christina Garza, Vice-Chair
Dwight Baker
Havala Merit
Kathi Shilling
David Westbrook
Vacant

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:05pm by Chairperson Chappell.

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library Manager.

3. Public Comment

Public Comment can be taken on each item listed. Speakers must limit comments to three minutes.

No Public Comment.

4. Agenda Items

4. A. Introduction of new Library Advisory Board members.

Riggs introduces and welcomed David Westbrook back to the Library Advisory Board.

4.B. Consideration and possible action on September 9, 2019, Library Advisory Board meeting minutes.

Baker motioned for the September 9, 2019 Library Advisory Board minutes to be accepted as written; Garza seconded the motion; motion passed 6-0.

4.C. Discussion and possible action for concerning the Hutto Public Library Advisory Board annual calendar.

Westbrook motioned to accept February 10, May 11, September 14; and November 16 for the 2020 Library Advisory Board meeting dates; Baker seconded the motion; motion passed 6-0.

4.D. Discussion and possible action concerning grants, outside funding, fundraising, and updates.

Riggs discussed:

- The library is recipient of the American Society of Radiologic Technologists' National Library representing Texas for \$500 for books to from a selected books to highlight radiologic technologists and the important role they play on the health care team. A kit was in October with additional poster, bookplate, bookmarks, and x-rays to display during Nov. 3-9 in recognition of National Radiologic Technology Week. The library was able to purchase 24 book and two educational resource material for all ages.
- The library is inquiring into the Family Place Library Grant Program. This grant will allow the library to create the network for families needing to nurture their children's development during the first years life. The project allows training and resources to help participants redesign their library environment. This grant requires two staff member to attend training in Centereach, New York and must execute a contract with TSLAC to receive \$6000 in reimbursed funds to develop the Family Place Program.
- Friends of the Hutto Public Library held their annual Fall Book Sale raising \$820.75 to support library programming and activities.
- Inter-Library Loan Reimbursement Program had 116 items loaned to other libraries. The library submitted a Performance Certification form in August. Official award letter was received in September and \$1,044.00 was reimbursed to the City of Hutto.'
- Friend Your Library Day was held October 26 with over 100 in attendance. Friends of the Hutto Public Library sponsor a performance with Wild Things Zoofari and a visit with Hutto Fire Rescue. STEM stations were available for families to enjoy. Books were also available for purchase.
- Friends of the Hutto Public Library will host a Fundraising Partnership Opportunity with the Marine Corps League Williamson County Detachment #1022 in May 2020. Scheduling has been confirmed.
- Entered into the Pizza Hut's The Literacy Project fundraiser through First Books. If selected the local Pizza Hut restaurant will fundraise on the library's behalf from December 3 (Giving Tuesday) through December 31, 2019. Last year's participant received \$200-2000 to purchase brand new books and resources from First Books. If received these funds will benefit the Early Literacy Outreach Program. Have not received notification.
- Hutto ISD District Art Show will take place in the City Hall foyer for two weeks in April.
- MVP Fitness and the Hutto Public Library will host a Health Expo in March. Dates to come.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for the following:
 - Assist with the preparation of the Dia program in April.
 - Assist with Holiday Fun Day on December 6.
 - Assist with Holiday Story Time with Santa Dec 17.
 - Walmart for Holiday Story Time.

Sponsoring Hutto-

- Various SRP sponsors will continue and sponsor Library Card Sign Up month including Carus Dental of Hutto, Texas Stars, Sonic, Sports Clips, Mel's Lone Star Lanes with coupon giveaways.
- Walmart to sponsor holiday refreshment for Evening Holiday Story time.

Updates-

- Meeting Rooms & Study rooms continued to be reserved and scheduled by staff. Staff reserves the room with full name, phone number and initial reservation.
- 867 Voters voted on Election Day on November 5.
- September's Library Card Sign Up month was completed with 202 versus 126 in 2018.
- New Fall Programs began September 2019:

- Saturday Story Time will occur the first Saturday of the month starting September 7.
 - Regions Banks will be assisting with providing Financial Literacy classes the second Saturday of the month.
 - Hutto Homeschool Co-Op Parents Meeting meets the third Thursday of the month.
 - Dyslexia Parent Support group started in October during Dyslexia Awareness month and meets the fourth Saturday of the month.
 - Evening Adult Art meets on the fourth Thursday of the month except for holiday months.
 - LegoMania & Family Board Games was revamped to Build-O-Rama to be more STEM bases with a variety of building activities rotated out each week.
 - Kids Activities Hour to occur the second Tuesday of the month for kids 6-12 years of age. Each Tuesday in November will host a Kids Creative Writing program for the same ages.
- A Matter of Balance provided by Area Agency on Aging ended on Oct. 23.
 - Homeschool Duel Credit workshop was held on October 4 to assistance parents and students.
 - Homeschool Happenings program for the fourth Tuesday of the month started in October.
 - Kids on CAD will host a STEM workshop for homeschool kids on December 11.
 - The library will host a holiday fun day on December 7 with a Gingerbread house craft, life-size Candyland game, and possible gingerbread cookies to decorate.
 - Holiday evening story time will be December with Santa as the special guest, cookie decorating, and possible a singer from Austin Opera.
 - Library will potentially close in January to hold the very first inventory.
 - The library will be working with the Texas State Library & Archives Commission and Amigos Library to implement Texas e-Read program Simply-E, a program for accredited libraries, that will provide libraries e-books and an e-reader application making it possible for possible for citizens to access e-books. This will enhance the library's overall digital collection as we will continue to use OverDrive

Stats:

- As of September 1 to November 14 there have been 381 new accounts and 324 renewals compared to 2018 for the same time period with 292 new accounts and 338 renewals.
- Currently 5287 active accounts.
- Patrons visiting the library:

Month	# of Visitors
September	3141
October	3614
November as of 11.14.2019	2018
Total	8773

- Circulation for Sept 1 to November 14:

	9/2019	10/2019	11/2019	Total
Normal	3677	3622	1503	8802
Self-Check	0	0	0	0
Renewal (Staff)	300	336	105	741
Renewal (Member)	636	577	311	1524
In-Library	722	603	198	1523
	5335	5138	2117	12590

Garza motioned to approve partnership with Friends of the Hutto Public Library to assist with library programming for Día on April 25, Cardboard Gingerbread House craft on December 7, and Holiday Evening Story Time on December 19; Shillings seconded the motion; motion passed 6-0.

4.E. Discussion and possible action concerning Library Policies and Procedures.

Riggs stated board members received the 2018 Revised Policies and Procedures Manual with changes in yellow highlight. Items were reviewed item by item with collaboration with board members.

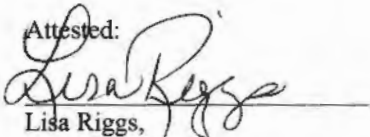
Baker motioned to accept changes on the 2018 Library Policies and Procedures; Merit seconded the motion; motion passed 6-0.

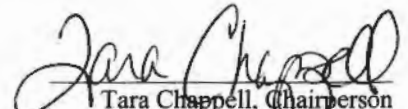
5. Adjournment

Garza motioned to adjourn the meeting at 7:20 p.m.; Baker seconded the motion; motion passed 5-0.

I certify that the meeting minutes are official, on the 4 of 3, 2020 at 7:18 PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

Attested:


Lisa Riggs,
Library Manager


Tara Chappell, Chairperson
Library Advisory Board