



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, FEBRUARY 11, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
205 WEST STREET**

LIBRARY ADVISORY BOARD MEMBERS

Dwight Baker Chair
Tara Chappell, Vice-Chair
Camille Baptiste
Patricia Elsasser
Lori Ortiz
Kathi Shilling
David Westbrook

MINUTES

1. Call Meeting to Order

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

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library, Manager and Eliska Padilla, Executive Director of Communications and Marketing.

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

4A. Consideration and possible action on January 7, 2019, Library Advisory Board meeting minutes.

Westbrook motioned for the minutes to be accepted with title change to state Special Called Meeting for January 7, 2019; Ortiz second the motion; motion passed 6-0.

4B. Consideration of possible action concerning the Hutto Library Advisory Board annual calendar.

Padilla stated discussed the dates set for the annual calendar with consideration to budget review and for the board to advise Riggs with any suggestion to discuss with the Chief Financial Officer. Padilla inquired if the Library Advisory Board would like to keep the February, May, August and November dates on the second Monday of the month with review of holiday dates.

Westbrook inquired if the budget review would be better to delay to June. Suggested dates were June 10,

September 9, and November 18.

Elsasser motioned to accept the suggested dates, June 10, September 9, and November 18, 2019, for the 2019 Library Advisory Board meeting dates; Westbrook second the motion; motion passed 6-0.

4C. Consideration of possible action for Library Advisory Board Chair and Vice-Chair.

Padilla explained to the board it was time to vote for the 2019 and explained the positions.

After discussion within the board members, Westbrook, Ortiz, Baker, Chappell decided to run for Chair and Vice-Chair.

Baker motioned to vote on Chair between Westbrook and Chappell; 6-0 vote for Chappell. Baker motioned to vote for Vice-Chair between Westbrook and Ortiz; 6-1 vote for Westbrook.

4D. Discussion concerning the new Hutto Public Library at the Co-Op in the new City Hall.

Padilla showcased the new Hutto Public Library Board and the various areas with a slideshow. She also discussed the new shelving, lights, staff desks, carpet colors/patterns, furniture, meeting/study rooms, and doors in front of the library and patio. She explained the parking lots and future parking garage. Padilla stated she is working with the city engineer to provide patio furniture. The patio doors will not be open until the pond is completed to assure patron safety. The computers are centrally located to provide assistance and visibility for staff. Padilla discussing moving dates for the February move with the library being closed February 28, March 1, and March 2. Padilla discussed permanent and rotating art displays. Some of permanent art was purchased by rotating artist. Record retention was also discussed with staff to eliminate excess material to move and to digitize to assist dates have not been schedule as it is still a construction zone with family coming into the building.

Library Advisory Boards request to meet in the library for quarterly meeting.

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

Riggs discussed grants, sponsorship, and fundraising sharing:

2018 Texas Book Festival Grants – Completed with final report submitted on December 21, 2018.

2019 Texas Book Festival Grants – Grant completed, reviewed and submitted in request to enhance the Junior-Non-fiction collection.

Texas State Library & Archives Commission Texas Reads grant – gathering information to try to apply for this grant to implement 1000 Books Before Kindergarten Program. Deadline is March 1.

Riggs request for approval to partner with the Friends of the Hutto Public Library for

- “I Love My Library... Contest” for four - \$25 Amazon Gift Cards.
- Hutto Public Library 11th Birthday celebration.

Riggs also discussed sponsoring Hutto with:

- Half Price Book sponsored the Winter Reading Program with free books and \$10 gift cards for the final drawing.
- Friends of the Hutto Public Library received a Bronze Sponsorship for \$200 from Camille Baptiste for one bookshelf and two Kids Knex Sets.
- Monster-Mini Golf, Papa Johns, and Friends of the Hutto Public Library are sponsoring the “I Love My Library ...” contest.

Riggs provided updates:

City of Hutto
401 West Front Street - Hutto, Texas 78634
512-759-4030 • www.huttotx.gov

- Health Expo was held on January 19, with vendors from Connect Hearing, Impact Family Chiropractic, Carus Dental, MVP Transformation and local author Jisele Tuuri who demonstrated Raw Food Recipes while discussing the benefits of Raw Foods and her books. Baylor Scott & White and True Heart cancelled. MVP Transformation and the library look to partner in this event in 2020.
- Friends of the Hutto Public Library held the Moving Book Sale on February 2 raising \$717.74.
- Take Your Child to the Library was on February 2 and was held concurrently
- Library attended the Summer Reading Program Workshop to plan for 2019 Summer Reading Program.
- United Way IRS-Tax Preparers are meeting in the library Tuesday and Thursdays from 1:30-7:30 PM to provide tax assistance to household earning \$55,000 or less annually and for Senior Citizens.
- Spring Break Activities will be planned for passive programming during the week and a Brown Bag Movie Matinee along with Robots. Hutto High School Air Force Junior ROTC is plans to provide a free Reading Program during Spring Break. Planning is still occurring to see if needs can be met.
- Early voting will take place in new Hutto Public Library from April 22-30, 2019.

Padilla reviewed the financial record for 2018-2019 and discussed with the City Manager regarding part-time staff members. He did recommend full-time positions and recognizes the challenges in the library with being in the new city hall. This will still have to go through review for budget purposes for 2019-2020.

Chairperson Baker motioned to approved to request partnership with Friends of the Hutto Public Library for "I Love My Library Contest" and Library Birthday, Westbrook second the motion; motion carries 6-0.

4F. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Finance Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Finance Standards. Padilla stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards.

5. Adjournment

Baker motioned to adjourn the meeting at 7:27 p.m.

I certify that the meeting minutes are official, on the 10 of June, 2019 at 6:41 PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.


Tara Chappell, Chairperson
Library Advisory Board


Emily Parks, Assistant to the
City Manager


Lisa Riggs, Library Manager
Hutto Public Library