



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, NOVEMBER 13, 2018 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 6:07 pm by Vice-Chairperson Chappell.

2. Roll Call

All members were present except for Chairperson Baker. City staff present included Lisa Riggs, Library Supervisor 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 August 13, 2018, Library Advisory Board meeting minutes.

Elsasser motioned for the minutes to be accepted for August 13, 2018, Library Advisory Board meeting minutes; Westbrook second motion; motion passed 5-0.

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

Padilla showcased a rendering with new furnishings in the new library including the new lay out. She did state the furnishings in the large meeting rooms and in Riggs office did come out the city hall furnishing budget. ADA did require two bathrooms. The library will receive new bookshelves instead of customizing the current shelves. Padilla explained the colors used through the library with orange, green, blue and different patterns used in each area. She showed the ceiling design in another rendering. Explaining how the material and computer areas accent the ceiling. The tables in the meeting and chairs are stackable. She also shared the designs in the study rooms that can be put together to create a large table. Ms. Padilla showed where the computers will be throughout the library. Padilla also showed the storage areas within the library and under the stairs. She also explained that at this time there is not furnishing on the patio which was not budgeted in the landscape budget. Ms. Padilla

explained there are 200 seats in the City Council chambers that the library has already reserved for performances. There are also two other conference rooms which can be utilized by the library. She also added that the library should be able to be able to have assistance with utility billing for patrons to pay by credit card.

Vice-Chair Chappell questioned electric connections and Ortiz asked about USB charging outlets.

Padilla did explain electric connections will be available for computers and stated USB outlets will be added by the city after building completed.

4C. Discussion and possible actions concerning the renaming of the Hutto Public Library.

Padilla stated possible actions is if the Library Advisory Board chooses to create a subcommittee to research the name. She provided and reviewed the ^{policy} Policy for Naming Facilities, Events, and Properties and asked Mayor Gaul to submit his request in writing per email to rename the library the Ken Love Library. She also added the Friends of the Hutto Public Library cookbook insert with library history and as one of the members of the original Library Advisory Board and provided verbal history on Ken Love. Chairman Baker stated he would like to serve on the subcommittee if you choose to create a subcommittee.

Baptiste motioned that the library advisory board approve to form a subcommittee to considered the possible renaming of the library by Mayor Gaul, seconded by Elsasser; motion passed 5-0. Subcommittee members will be Chair Dwight Baker, Lori Ortiz, and Patricia Elsasser. Vice-Chair Chappell reminds the board this is an opportunity to consider and explore various names for the library. Chappell also requested if the library name is changed that signage for the exterior be considered and was agreed to by Westbrook.

Padilla explained the process and procedure of items to be considered for City Council during Council Meetings.

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

Riggs provided an update on grants, outside funding, and fundraising for the library.

- 2018 Texas Books Festival Grant – monthly data being collection for final report due December 31.
- Estela and Raúl Mora Award – Submitted - As a recipient of the \$200 Lone Star Día grant and participant for celebrating Día, Children's Day/Book Day the library is eligible to apply for the award through First Books. If selected awarded the library will receive either \$500 or \$1000 credit to purchase books through First Books. Awards will be given in September 2018. Not awarded.
- Best Buy - Grant is for up to \$10,000. – Submitted for 2-3D Printer, filament, Stop-Motion stand - The library will complete research and grant to build skill proficiency in technology through out-of-school time programs for teens. Due May 31, 2018. Award date in August 2018. Not awarded.
- Ladd and Katherine Hancher Library Foundation Grant – This foundation offers grants for Public Libraries serving populations of 50,000 or less. The library is requesting equipment for a MakerSpace including 3D Printer, 3D Printer Cart, ReadyANIMATOR, Art Supports for Props, iPad, Keva Plank, Makey Makey Kits, Interlocking Plastic Disk Sets, Interlocking Learning Blocks, Preschool Education Blocks, Tools for Cardboard, STEAM gadgets. Not awarded.
- The Hutto Public Library is recipients of the federally funded reimbursement award from the Texas State Library and Archives Commission for interlibrary loan lends (114) made to Texas public libraries in State Fiscal Year 2018 for \$1038.54

2019 Texas Book Festival Grant- Library will start gathering data and information to apply the grant to update the junior non-fiction collection.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for Family Literacy Night's refreshments and assistance with Winter Reading Program kick-off.

Sponsoring Hutto-

- Library and FOTHPL Vice-President Stacey Applegate attended the Business Meet-N-Greet September 27. Life's a Gift stated they will sponsor a bookshelf for \$100.
- Friends of the Hutto Public Library received a Bronze Sponsorship for \$200 and from patron honoring their child's love of reading for \$100 for a bookshelf.

Updates

- Library Card Sign Up Month – Changes to policies allow patrons of all ages to receive a library card. The library participated at Farmer's Market each week with different activities to encourage library card sign up. New accounts in In comparison by year:
2016 - 76
2018 - 102
2018 – 126
- TexShare Database Menu will delay making changes till the August 2019.
- Friends of the Hutto Public Library held the 2018 Fall Book Sale on October 20 raising \$744.85
- Library participated at Treats on Park St. which was held at the Riverhorse Academy gym due to weather.
- Hutto Chess Club began programming for beginner/casual players and advance/competition bound players.
- Library attended the Summer Performance Workshop to plan for 2019 Summer Reading Program.
- Nov. 19 - Brown Bag Movie Matinee 12:30 pm
- Nov. 20 - Family Literacy Night from 6:30-7:30 pm
- December 1 - Winter Reading Program – Kick Off
- December 8 – Health Expo with True Heart discussing Advanced Directives, Diabetes, Fall Prevention, Hydration; Connect Hearing; Two authors- one to discussion raw life enhancing foods with demonstration and one to discuss pain management; and Impact Family Chiropractic.

Baptist motioned for approval the request for partnership with Friends of the Hutto Public Library for Family Literacy Night's refreshments and assistance with the Winter Reading Program kick-off; Westbrook second motion; motion approved 5-0.

4E. Discussion concerning the Texas Public Standards Local Implementation Checklist (APPENDIX A) and the focus on Facility Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Facility 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.

Westbrook inquired whether this review needed to wait till we were in the new library. Vice-Chair Chappell reminded Library Advisory Board this is reviewed yearly.

4F. Discussion regarding collection comparisons with benchmark cities.

Riggs provided a comparison between the Hutto Public Library and benchmark cities having similar populations. This comparison compared square footage, populations, collection budget, collection size, age of the library, and library standard status.

Vice-Chair Chappell requested the number of collection items the new library will be able to accommodate.

Padilla stated there will be enough space for the collection to hold 35-36,000 items. Padilla also reminded the board the new city hall was designed with a 3-5 year growth plan and when all offices are at capacity the city would consume the library and a new library would be planned. Riggs added the library will have access to additional space in city hall for programming. Padilla also wanted to remind the board that the overall budget should be considered for the library when comparing with other libraries and as well as revenue. The library only

had \$8,674 in revenue for the year. The remaining budget is subsidized by the city. Recommends to look at the revenue from benchmark cities as well fines/fees and membership fees.

Vice-Chair Chappell question if there will be another Reading Garden at the new building.

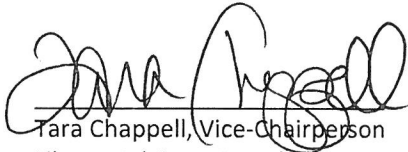
Padilla stated landscapers will be putting butterfly friendly plants in the area of the library. Jessica Romigh also met with landscapers and new benches will be provided with landscaping. Riggs added the Ms. Misiti provided Padilla with Texas Native plants to consider for the area around the library to create the Butterfly Way Station. The library and Keep Hutto Beautiful plan to partner for a Junior Master Garden Program with classroom work in the library and lab work in the community garden.

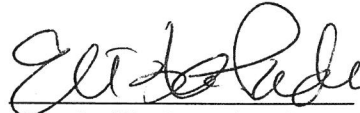
5. Adjournment

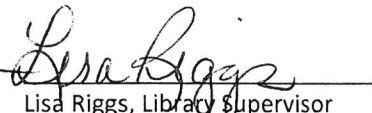
Baptiste stated this was her last meeting serving on the Library Advisory Board after serving for 10 years.

Baptiste motioned to adjourn the meeting at 7:43 p.m.; second by Westbrook; motion carried 5-0.

I certify that the meeting minutes are official, on the 13 of November, 2018 at _____ PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.


Tara Chappell, Vice-Chairperson
Library Advisory Board


Eliska Padilla, Executive Director
Communications & Marketing


Lisa Riggs, Library Supervisor
Hutto Public Library