



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, AUGUST 13, 2018 AT 6:00 P.M.
CITY HALL – CITY COUNCIL CHAMBERS
401 WEST FRONT STREET**

LIBRARY ADVISORY BOARD MEMBERS

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

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:03 pm by Chairperson Baker.

2. Roll Call

All members were present except for Camille Baptiste and Kathi Shilling. City staff present included Lisa Riggs, Library Supervisor and Eliska Padilla, Executive Director of Communications and Marketing, Odis Jones, City 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

4A. Consideration and possible action on May 14, 2018, Library Advisory Board meeting minutes.

Westbrook motioned for the minutes to be accepted for May 14, 2018, Library Advisory Board meeting minutes; Elsasser second motion; motion passed 4-0.

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

Riggs provided updates on current grants:

-2018 Texas Book Festival Grant-monthly data being collected for final reports due December 31.

-\$200 Lone Star Día grant – Completed.

-Estela and Raúl Mora Award – Submitted. 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.

-Dollar General Literacy Foundation Grant – Not awarded. Possible to small programming release. The library applied for the literacy foundation grant to supplement the summer reading program to purchase book and

playaway kits. This kit will be used to assist student in the Book Buddy program and to assist struggling readers. The grant amount is for \$3000.

-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.

-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.

Request for Approval

-Dollar General Literacy Foundation: Youth Literacy Grant – With partnership through the Friends of the Hutto Public Library as a 501 3C to apply for a Bilingual AWE Early Literacy Computer, table, chairs, headphones, and splitters for \$4000. Not applied for due to not meeting due date with preparation for the Summer Reading Program.

-Lois Lenski Covey Foundation Grant – With recent donated items are not need for immediate usage. This grant can be take in year round with due dates September 1. Items submitted afterward are considered for the next year. With partnership through the Friends of the Hutto Public Library we would like to apply for the Lois Lenski Covey Foundation Grant. This grant is used to supply books used for the Early Literacy Outreach Program. The grant would help purchase replacement children's books for a bookmobile program through First Books. The Early Literacy Outreach Program provides crates with 50 books (15 Toddler Board Books, 10 Early Reader Books, 20 Story Books, and 5 Oversize Big Story Time Books) to preschools and daycares each month. Each month the crates refilled and rotated among the six preschools and daycares.

Upcoming events for September and October were discussed.

4C. Discussion concerning the Texas Public Standards Local Implementation Checklist (APPENDIX A) and the focus on Administration Standards and Collection Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Administration Standards and Collection 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.

Chairperson Baker request the “The library conduct an annual meeting for the purpose of planning and evaluating service” to become a line item for the February Library Advisory Board Meeting. Westbrook states he believes this more the library and not the board but will like to be informed with planning. Chappell and Westbrook request inquiry to benchmark cities for Collections Standards with providing adequate number of materials and library’s collections is used by the community.

4D. Discussion concerning the Hutto Public Library move to the Co-Op and New City Hall.

Padilla stated the library met with the architect and provided board members with renderings of the new library showcasing three entrances, meeting rooms, and study rooms. The rendering also show the computer and storage areas along with three staff circulation desk. Padilla also discussed patron seating, adult, teen, children, and junior areas in the library as well as space for collection items. Furnishings and storage for areas we discussed with board. Padilla also explain all the additional city hall space that will be available to the library for usage for programs. Riggs stated how space in the computer was for patrons was configured for usage and it also creating a line of sight from door to door. Items to be discussed with architect will be the USB charging plugs, materials, and furniture for the library.

Chappell request for USB charging station and water bottle water fountains for patrons to use. Chappell questioned if future internship will be available in the future and process on the moving plans.

Riggs and Padilla discussed Library pages and assistant positions were request and not approved for the next fiscal and discussed possible moving processes with movers having library moving experience.

4E. Discussion regarding Food for Fines and other Library business.

Riggs provided updates on final Summer Reading Program stats along with changes upcoming to the TexShare Data Menu. Food for Fines completed on August first with a total 63 patrons utilizing the program, forgiving \$379.00 and 422 lbs. of food for the Hutto Community Food Pantry. The library did received the Texas State Library Accreditation for the next year. Padilla met with research group manning the city survey and discussed library related draft report. There was no significant changes in other areas. For the library, 71% participants with salaries \$75,000 and under rated the library services as good or excellent; 56% participants making more than \$75,000 rated the library good or excellent; and 60%, participants 65 years of age and younger rated the library good or excellent; 75% participants 65 years of age and older rated the library good or excellent of those who filled out the survey along with no differential on race

Westbrook mentioned the technology can always be added later and requested it be added in a timely manner. Elsasser questioned if library hours would change in the new building. Chappell inquired if doors would be handicap accessible with electronic doors.

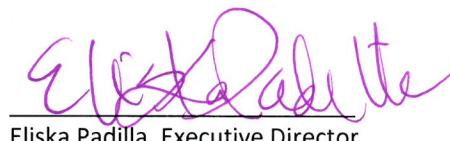
Padilla stated library hours would remain current but could be possible in the future. City engineers and designers will make sure entries are handicap accessible.

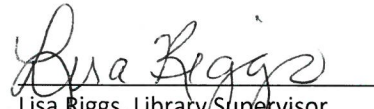
5. Adjournment

Westbrook motioned to adjourn the meeting at 7:49 p.m.; second by Vice-Chairperson Chappell; motion carried 4-0.

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