



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, FEBRUARY 12, 2018 AT 6:00 P.M.
CITY HALL - PUBLIC WORKS ANNEX
401 WEST FRONT STREET**

LIBRARY ADVISORY BOARD MEMBERS

Camille Baptiste, Chair
Tara Chappell, Vice-Chair
David Westbrook
Dwight Baker

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:10 pm by Board Member Chappell.

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library Supervisor, Jessica McCart, Children's Librarian, and Eliska Smith Padilla, Executive Director of Communication & 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 February 13, 2017 and May 8, 2017 Regular Library Advisory Board meeting minutes and the March 27, 2017 Special Called Library Advisory Board meeting minutes.

Vice-Chair Chappell motioned for the minutes to be accepted for February 13, 2017 and May 8, 2017 Regular Library Advisory Board meeting minutes and the March 27, 2017 Special Called Library Advisory Board meeting minutes; Baker second motion; motion passed 4-0.

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

Riggs reviewed FY 2017 and 2018 grants in-progress, received, implemented, and completed.

-2017 Texas Books Festival grant for \$2500 for adult, young-adult and junior non-fiction has been completed with reporting forms submitted and received by the Texas State Library and Archives Commission.

-2018-2019 Community Investment grant for \$10,000 for Early Literacy Enhancements. Letter of intent was submitted and denied due to lack of proper paper work.

-Walmart Community Grant for \$800 to implement the "Babies Need Words Every Day: Talk, Read, Sing, Play" program in English and Spanish. Application is still being completed and deadline is December 31, 2018.

applicable for the city as a whole including Downtown Events and Tourism, the Hutto Public Library, and Park and Recreation Department and more. Padilla explained the process of following the policy including the provisions of the request for proposal. Padilla invites Chairperson Baptiste and Vice-Chair Chappell to the next City Council meeting for approval of policy.

Baker motioned to recommends with approval of the Park and Recreation Department the Policy for Naming Facilities, Events, and Properties as written to be presented to City Council for approval; second by Westbrook; motioned carried 4-0.

4F. Consideration and possible action concerning Hutto Public Library policy and procedures.

Riggs stated updates were made in October 2016 and in May in 2017 and have not been presented to City Council for approval since 2015. In review of the policies with Board members suggestion were made an additional Donation Policy. Code of Conduct revision will include provisions for banning a patron permanently from the library. Pubic Computers and Internet Use fees will include that no international faxes are permitted as approved by the City Council approved Fee Schedule. The Local Artist Showcase application was reviewed with suggested changes. Grants will be amended to include the Donations, Grants, and Sponsorships & Fundraising policy; applications for grants, donations, sponsorship and fundraising with collaborations with Friends of the Hutto Public Library or other outside agencies for fundraising must be presented to the Library Advisory Board for approval; and individual or agency requesting a tax donation should proceed through the Friends of the Hutto Public Library.

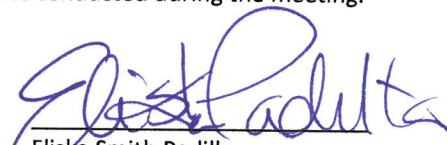
Library Policies and Procedures will be reviewed at next meeting for approval, and with approval from the Library Advisory Board, can go to City Council.

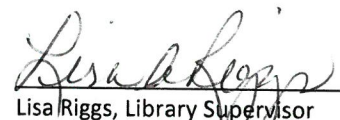
5. Adjournment

Westbrook motioned to adjourned the meeting at 8:55p.m; second by Baker; motion carried 4-0..

I certify that the meeting minutes are official, on the 26th of March, 2018 at 6:15 PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.


Camille Baptiste, Chairperson
Library Advisory Board


Eliska Smith Padilla
Executive Director of Communications
& Marketing


Lisa Riggs, Library Supervisor
Hutto Public Library