



# City of Hutto

## Agenda

### Special Meeting- Library Advisory Board March 16, 2026, 6:00-8:00pm Library Large Meeting Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at [huttotx.gov](http://huttotx.gov)

#### 1. CALL SESSION TO ORDER

#### 2. ROLL CALL

#### 3. PUBLIC COMMENT

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to [comments@huttotx.gov](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on Monday, March 16, 2026. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

#### 4. AGENDA ITEMS

- 4.1. Vote on elected positions for 2026 to include Chair, Co-chair, as well as the discussion of those who have terms to expire in June 2026 as far as plans to re-apply for LAB
- 4.2. Discuss changing our meeting cadence to one time per month instead of once per quarter
- 4.3. Discuss the Library's top 3 priorities for 2026- Safety, Technology, Outside Funding
- 4.4. Review the attached Chapter 2: Administration and Personnel, Article 2.02. Boards, Commissions, and Authorities, Division 4. Library Advisory Board. Define "Powers and duties." focusing on what each looks like in practice, and expectations.
- 4.5. Create a Strategic Plan for LAB for 2026

#### 5. ADJOURNMENT

#### 6. CERTIFICATION

I certify that this notice of the March 16, 2026 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on DATE before 5:00 P.M.



*Kristin Phillips*

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made

48 hours prior to the meeting. Please email the City Secretary's office at [City.Secretary@huttox.gov](mailto:City.Secretary@huttox.gov) or call (512) 759-4033 for assistance.

# AGENDA ITEM REPORT

## 4.1.



**To:** Library Advisory Board  
**Subject:** Vote on elected positions for 2026 to include Chair, Co-chair, as well as the discussion of those who have terms to expire in June 2026 as far as plans to re-apply for LAB  
**Meeting:** Monday, March 16, 2026  
**Department:** Library  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 4.2.



**To:** Library Advisory Board  
**Subject:** Discuss changing our meeting cadence to one time per month instead of once per quarter  
**Meeting:** Monday, March 16, 2026  
**Department:** Library  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 4.3.



**To:** Library Advisory Board  
**Subject:** Discuss the Library's top 3 priorities for 2026- Safety, Technology, Outside Funding  
**Meeting:** Monday, March 16, 2026  
**Department:** Library  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 4.4.



**To:** Library Advisory Board  
**Subject:** Review the attached Chapter 2: Administration and Personnel, Article 2.02. Boards, Commissions, and Authorities, Division 4. Library Advisory Board. Define "Powers and duties." focusing on what each looks like in practice, and expectations.  
**Meeting:** Monday, March 16, 2026  
**Department:** Library  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

1. Article 2.02 Division 4 and Agenda 2.28.26

City of Hutto, TX  
Thursday, February 26, 2026

## Chapter 2. Administration and Personnel

### ARTICLE 2.02. BOARDS, COMMISSIONS AND AUTHORITIES

#### Division 4. Library Advisory Board

##### § 2.02.091. Creation.

The city library advisory board shall make recommendations to the city council concerning planning, development and operations of the city library, assist in preparing grants, and meet with other interested persons with library development knowledge. It shall also hold meetings to receive public input.

(Ordinance O-15-01-22-7C adopted 1/22/15)

##### § 2.02.092. Composition; terms of members.

The board shall consist of seven members that serve a three-year term.

(Ordinance O-18-04-19-8B adopted 4/19/18)

##### § 2.02.093. Powers and duties.

The board shall have the following powers, duties and responsibilities:

- (1) To make recommendations to the city council regarding policies, rules and regulations relating to the administration of the public library system, its facilities and programs.
- (2) To review budget recommendations developed by staff.
- (3) To receive information and comments from citizens pertaining to the city's library and its related facilities and programs.
- (4) To make recommendations with staff regarding the planning of facilities during the concept plan phase, and the availability of grants to the city council.
- (5) To cooperate with the public schools, citizens and city staff in the development of library facilities and programs.
- (6) To supply reports to the city council regarding the status of any library facility and/or programs as deemed appropriate by the city council.
- (7) To participate in fundraising activities, including but not limited to the acquisition of grant funding and in-kind third-party donations to the city for the benefit of library development.

- (8) Make an annual report to the city council showing the activities of the commission for the current year.

(Ordinance O-15-01-22-7C adopted 1/22/15)

## § 2.02.094. Definitions.

Board action. An action of the board must be approved by 3 members.

Board quorum. A quorum of the board shall consist of 3 members.

(Ordinance O-2023-074 adopted 11/2/2023)



# City of Hutto

## Agenda

### Joint City Council – Boards & Commissions Strategic Planning Session Saturday, February 28, 2026 at 9:00 AM City Hall – 500 W. Live Oak Street

Some or all members of the following Boards & Commissions may be in attendance:

- Building and Standards,
- Diversity, Equity, Inclusion & Belonging Commission
- Ethics Review Commission
- Historic Preservation Commission
- Library Advisory Board
- Parks Advisory Board
- Planning & Zoning Commission
- Zoning Board of Adjustment

#### 1. CALL SESSION TO ORDER

#### 2. PUBLIC COMMENT

City Council and board members can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to [comments@huttotx.gov](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on Friday, February 27, 2026. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council and associated members.

#### 3. OTHER BUSINESS

- 4.1. Boards and Commissions Proposal of Priorities for 2026
- 4.2. Opportunities for additional trainings for Boards and Commissions
- 4.3. Items for Possible Future Consideration

#### 4. ADJOURNMENT

#### 5. CERTIFICATION

I certify that this notice was posted in accordance with the Texas Open Meetings Act on the City of Hutto website ([huttotx.gov](http://huttotx.gov)) and the City Hall bulletin board (500 W. Live Oak Street) on February 23, 2026, before 6:00 PM.



  
Laura Hallmark

The City of Hutto is committed to complying with the Americans with Disabilities Act. The location of this posted meeting is wheelchair accessible. Requests for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at [CitySecretary@huttotx.gov](mailto:CitySecretary@huttotx.gov) or call (512) 759-4839 for assistance.

# AGENDA ITEM REPORT 4.5.



**To:** Library Advisory Board  
**Subject:** Create a Strategic Plan for LAB for 2026  
**Meeting:** Monday, March 16, 2026  
**Department:** Library  
**Staff Contact:**

## BACKGROUND INFORMATION:

## SUMMARY OF REQUEST:

## STAFF REVIEW:

## FISCAL NOTES:

## POLICY IMPLICATIONS:

## ATTACHMENTS:

None