

**Library Advisory Board
Meeting Minutes
November 2, 2010**

Present: Shelly Bracken
Pearl Garza Fracchia
Russ Kissick
Kimberley Malouf
Denver Tracy

Absent: Debra Benton
Carl Ford
Gary Graham
Erma Spencer

City Staff: Cathy Ziegler, Director of Libraries
Mary Ann Dunnavant, Administrative Support Supervisor
Sandy Gillman – Library Manager – Harrington Library
Glen Pourciau – Library Manager - Haggard Library
Brent Bloechle – Library Manager – Davis Library
April Hill – Library Manager – Parr Library

Pearl Garza Fracchia, Library Advisory Board member, called the regular meeting of the Library Advisory Board to order at 7:00 PM in the Jeanette Bickley Bland Meeting Room located in the basement area of W. O. Haggard, Jr. Library, 2501 Coit Road, Plano, Texas.

The minutes of the meeting held August 3, 2010 were approved as written.

Agenda – Item A. Welcome New Library Advisory Board Member Shelly Bracken

Pearl Garza Fracchia welcomed Shelly Bracken to the Library Advisory Board. Ms. Bracken was appointed as a Board member to replace Robert Marquardt.

Agenda – Item B. Election of Library Advisory Board Vice Chair and Secretary

Pearl Garza Fracchia opened the floor for nominations for the Library Advisory Board positions of Vice Chair and Secretary.

Denver Tracy moved to nominate himself for the position of Vice Chair. Russ Kissick seconded the motion. As there were no further nominations, the nominations ceased. Denver Tracy was elected Vice Chair unanimously. The vote was as follows: For: 5; Opposed: 0.

Kimberley Malouf moved to nominate herself for the position of Secretary. Shelly Bracken seconded the motion. As there were no further nominations, the nominations ceased. Kimberley Malouf was elected Secretary unanimously. The vote was as follows: For: 5; Opposed: 0.

Agenda – Item C. Library Advisory Board Goals and Objectives 2010-11

Board members discussed revisions to the previous year's goals and objectives*. Highlights of that discussion were as follows:

- Regarding the fourth bullet point "Support and promote public art in the Plano Public Libraries", Cathy informed Board members that the City no longer has a Public Art Committee. It was suggested working to solicit donations for public art. Cathy responded that there are considerations before installing a piece of public art, for example: Safety issues and protection of the art work.
- Regarding the sixth bullet point "Conduct a midyear review of the Plano Public Library System goals and objectives with the library managers, requesting their direction on how the Board can assist", Cathy suggested removal of this bullet point as Board members are not involved in PPLS daily operations, but do serve in a policy advisory capacity.

After considerable discussion, Shelly Bracken moved to remove the fourth and sixth bullet points from the Library Advisory Board Goals and Objectives 2010-11. Russ Kiss seconded the motion. The motion carried unanimously with the vote being: For: 5: Against: 0.

The Library Advisory Board Goals and Objectives for Fiscal Year 2010-11 adopted are:

- Be an advocate in all aspects for Plano Public Library System.
- Consider citizens' requests for changes in Plano Public Library System policies, programs, and services.
- Represent the public interest by proposing enhancements of new products and/or services for consideration by Plano Public Library System.
- Meet or correspond with members of the City Council with the objective of creating a greater awareness of library policies, goals, operations, and financial needs.
- Develop a closer relationship with Friends of the Plano Public Library and the Plano Public Library Foundation.

Agenda – Item D. Plano Public Library System Strategic Plan 2010-2015*

Each Board member was given a copy of the Strategic Plan 2010-15 for their review and approval. Cathy reviewed Appendix A – Annual Report FY 2009-2010 of this document which mentioned accomplishments and listed significant statistics for the past fiscal year. She also noted in Appendix B ways Plano Public Library System (PPLS) would support City Council Goals for the coming fiscal year.

Russ Kissick moved to accept the Plano Public Library System Strategic Plan 2010-2015 as presented. Kimberley Malouf seconded the motion. The motion carried unanimously with the vote being For: 5; Opposed: 0.

Agenda – Item E. Update on RFID (Radio Frequency Identification) Project

Cathy informed Board members that construction work at Harrington, Haggard, and Parr Libraries has been completed. The dry wall, storefront, and carpet will soon be installed at Davis Library. Schimelfpenig Library will be the last library to be remodeled for RFID implementation. Last January, City Council approved \$750,000 in bond funds for the RFID project. Since then, tags have been placed in all PPLS materials. All materials are being checked in and out using the RFID system. The next step will be installation of sorters to continue implementing self-service for PPLS patrons through RFID. Each library will have a five-bin sorter which will automatically sort books by categories.

Agenda – Item F. Update on City Council Budget Approval for FY 2010-2011

Plano City Council adopted the City's FY 2010-11 budget on September 13, 2010. PPLS was able to keep and fill 5.5 positions that had been on hold. At present PPLS has 160.5 FTE positions. The City has asked department heads to complete the annual Core Business Matrix. At present it appears the City will need to reduce an additional \$10,000,000 instead of the projected \$30,000,000.

Agenda – Item G. Update on 301 Program Room Policy Changes

At present, there is no news on any changes to this policy as the City Manager has not moved forward since he received information and recommendations from the City Departments that have rooms available for public meetings.

Informational handouts for Board members were as follows*:

- *Thank you Friends for Your Contributions to PPLS During 2010!*
Cathy noted that Friends have gifted \$100,000 to PPLS during 2010.
- *Library Advisory Board Meeting Dates for the Year 2011* – Cathy noted that the May meeting was moved from the first Tuesday to the third Tuesday of May so that Board members who work elections could be present for the meeting.
- *Plano Public Library System Library Management Information*
This document contains information for each library such as the library managers' names, library addresses and contact information.

- *Plano Public Library System Organizational Charts*
An organizational chart for each library and Library Technical Services was provided to Board members.
- *Library Advisory Board Roster*
Board members were given copies of the Library Advisory Board roster prepared by the City Secretary's office.
- *2011 Calendar*
A 2011 Calendar was provided to Board members.

It was asked what the possibility was for PPLS to obtain ebooks. Cathy responded that ebooks are currently cost prohibitive. Staff members are researching ways to incorporate this format into the PPLS collection.

Board members were urged to contact Cathy Ziegler or Mary Ann Dunnivant for items for the February 1, 2011 meeting agenda.

As there was no further business, Pearl Garza Fracchia adjourned the meeting at 8:00 PM.

Kimberley Malouf, Secretary

- * List of handouts to Board Members
- 1. Plano Public Library System Library Advisory Board Goals and Objectives for Fiscal Year 2009-2010
- 2. Plano Public Library System Strategic Plan 2010-2015
- 3. Thank you Friends for Your Contributions to PPLS During 2010!
- 4. Library Advisory Board Meeting Dates for the Year 2011
- 5. Plano Public Library System Library Management Information
- 6. Plano Public Library System Organizational Charts
- 7. Library Advisory Board Roster
- 8. 2011 Calendar