



City of Colleyville

Colleyville Library Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Monday, October 27, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

August 18, 2014

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

3b Election of the Colleyville Library Board Chair and Vice-Chair

3c Presentation of the Planning Process for the Colleyville Public Library Long-Range Plan

4. REPORTS

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, October 24, 2014 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

A quorum of the Colleyville City Council may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Library Assistant at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Library Board Minutes

City Hall
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Monday, August 18, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Vice-Chair Jerome Davis called the meeting of the Colleyville Public Library to order at 6:08 p.m.

Roll Call: Present Chairperson Thad Bolline, Board members Jerome Davis, Kay Newton, Billie Tuttle, Charna Logan-Gray, Victoria Kennedy-Ziegler, Vernon Noronha and Sue Anne Martinez; Library and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake, and Administrative Assistant Kathy Moore

Absent Board member Nancy Andrews; Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

June 16, 2014

A motion was made by Victoria Kennedy-Ziegler and seconded by Charna Logan-Gray to approve the June 16, 2014 minutes with a correction to the attendance. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Overview of the 2014 Summer Reading Program

Director Rodne reported that the Summer Reading Program, *Paws to Read*, had ended on July 26 and that the Summer Reading Program Finale was held on August 1. Around 1200 had attended the finale program, which featured inflatable activities, a petting zoo, pony rides, games, crafts and face painting. A total of 1,302 participants, with 1,188 children, 85 adults, and 29 teens, had participated in the Summer Reading Program. Approximately 10,020 patrons attended 150 library sponsored programs from May through August. Rodne added that overall the summer program had once again been very successful.

Rodne also updated the Board on the Library's very successful summer volunteer program. Rodne added that volunteer hours in June and July totaled 1,638 hours, and that all of the community volunteers had contributed much to the overall success of the Summer Reading Program.

Additionally, Rodne reported that Market Street had partnered with the Library for the Summer Reading Finale. It was noted that Market Street had sold hot dogs, chips, watermelon and water during the event and offered to donate proceeds of the sales to the Library. Rodne concluded that Market Street raised \$625.75 with the food item sales and agree to match that amount for a total of \$1251.50 to be donated to the Colleyville Public Library.

3b Whole Foods Grand Opening Update

Director Mary Rodne stated that staff was onsite and promoted Library services and programs at the July 8, 2014 Grand Opening day of the Whole Foods Market. Rodne noted that staff held a story time program at the event, which featured Rocket, the Library's Reading Dog.

Additionally, Rodne reported that Whole Foods Market had selected the Friends of the Colleyville Public Library to receive 1% of net sales on their Grand Opening day. Kay Newton added that the Friends had received a check for \$1600 from Whole Foods Market, which would be donated to the Colleyville Public Library. Rodne stated that the funds would be used to purchase a variety of new programming supplies to enhance current youth programs.

3c Library Board appointment updates

Library Director Mary Rodne reported that City Council would be considering appointments to the Library Board at the September 16, 2014, City Council meeting. It was noted that there were four (4) positions on the Library Board, whose terms were expiring in September of 2014.

3d City of Colleyville Fiscal Year 2015 (FY 2015) budget update

Director Rodne presented an update on the proposed Colleyville Public Library FY2015 budget and noted that the City Council would be adopting the FY2015 budget at the September 16, 2014 City Council meeting. Rodne noted that the Library's budget was basically the same as last year and that the budget had been incorporated as submitted. Additionally, it was noted that the new budget year would begin on October 1, 2014.

3e Approval of the use of the Voluntary Library Funds for the purchase of library materials, materials processing supplies, and library programs

Library Director Rodne presented an overview of the Voluntary Library Fund report, which gave projections through July 31, 2014. Rodne stated that the anticipated available funds were \$328,016, and requested \$145,000 be used for the purchase of

library materials, materials processing supplies and programs. The Board discussed the proposed expenditures of \$145,000 for the purchase of collection materials, materials processing supplies and library programs. A motion was made by Kay Newton and seconded by Charna Logan-Gray to make a recommendation to City Council to proceed with the expenditure of these funds for the purchase of library materials, materials processing supplies and library programs, in an amount not to exceed \$145,000 for the FY2015 budget year. **Motion approved unanimously.** Rodne stated that she would place this recommendation and the previous recommendation to use \$25,000 for the update of the Colleyville Public Library Long-Range Plan, on the September 2, 2014 City Council agenda.

Assistant City Manager/Chief Financial Officer Terry Leake gave a brief overview of how the Voluntary Library Funds are generated and distributed.

3f Update on the status of the Colleyville Public Library Long-Range Plan

Director Rodne updated the Board on the timeline for the Colleyville Public Library Long-Range Plan. Rodne stated that staff was working with Aaron Babcock from Hidell and Associates Architects on the background work, which would begin in September. Rodne added that the Board would hold their first meeting/worksession in October, with the goal of having a first draft of the long-range plan ready for review by the Board at their December meeting. Rodne added that the final draft should be completed by January and brought before the Board for their approval at their February 2015 meeting.

3g Discussion of items for future agendas

The Board agreed to hold the next regularly scheduled meeting on October 13, 2014 at 6:00 p.m. Additionally, it was agreed that there would be more discussion of the long-range plan at future meetings.

4. REPORTS

4a Librarian's Report

Monthly Statistics

Library Director Mary Rodne gave an overview of the statistics for the months of June and July. Rodne stated that the circulation of digital materials was up and noted that the usage of the Zinio digital magazines was up 64%. It was also noted that usage of the new audiobook downloadable service, One Click, had increased. Rodne added that staff was now tracking the internal visits along with the digital virtual visits.

Rodne stated that the Library had 834 volunteer hours in June and 803 in July; bringing the year-to-date totals for volunteer hours to 2,757. Rodne stated that volunteer hours had increased substantially due to the Summer Reading Program.

Donations

Rodne reported that the Library had received a total of \$573.08 in donations for the months of June and July. In June, the Friends of the Colleyville Public Library donated \$500 for the purchase of grand prizes for the Summer Reading Program. In July, the Friends donated \$73.08, proceeds of their partnership with Better World Books.

Library Programs

Director Mary Rodne informed the Board that the combined Library/Parks and Recreation brochure was now available online. Rodne added that online registration for Library programs would begin on September 8, 2014, and noted that programs would start on September 15 and run through December 13. Rodne added that the Library was going to continue to offer, Rocket Readers, the therapy dogs reading program on a once a month basis.

Rodne updated the group on upcoming special events and stated that she would be presenting a proposal to City Council on September 2, 2014, regarding proposed changes to upcoming future special events. Rodne stated that due to weather concerns, the Holly Colley event was going to be reduced in size to include the community decorated trees and a City tree lighting ceremony, along with an open house event at the Library. It was noted that the event had been tentatively scheduled for December 2, 2014. Additionally, Rodne noted that Library staff would be participating with Parks and Recreation at the Haunted Trail Fest, scheduled for October 18, 2014. In conclusion, Rodne stated that the proposal included a recommendation to create a new fall event in 2015 with a new format. Rodne also noted that the Red, White and Sousa event would be held again in June 2015.

4b Friends of the Colleyville Public Library Report

President Kay Newton reported for the Friends of the Colleyville Public Library informing the Board that the Friends had held an annual meeting on June 24, 2014. Newton announced that during the meeting, Executive Board Officers for FY 2014-2015 had been elected and included: President, Nancy Tuuling; Vice-President, Kay Newton; Secretary, Billie Tuttle; and Treasurer, Mary Alice Rippy. Additionally, Newton noted that the Friends had voted to donate \$3000 for the purchase of a new popcorn machine and cart to be used for Library programs and special events. Newton informed the Board that the Friends were in the process of changing banks and that once everything was in place, the Friends would issue checks for the Market Street and Whole Food Market donations.

Kay Newton added that the Friends had helped staff at the Whole Foods Grand Opening event on July 8, and had also provided \$500 for the Library's Summer Reading Grand Prizes. Newton concluded that the Friends would be holding a general meeting on September 23, at 7:00 p.m. in the Library.

4c Colleyville Public Library Foundation Report

Mary Rodne reported that the Library Foundation had not yet met to approve the quotes for the new tables and chairs for the adult reading area.

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

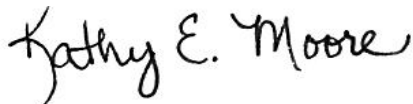
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Victoria Kennedy-Ziegler and seconded by Kay Newton to adjourn the meeting of the Colleyville Library Board at 6:45 p.m. **Motion approved unanimously.**

*APPROVED BY A VOTE OF ____ AYES ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 27th DAY OF **October, 2014.***

Minutes taken and prepared by:



Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a	Agenda Date 10/27/2014	Number
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Type Regular Agenda Items

Department Library

Title

Introduction of new Colleyville Library Board members

Explanation

This item is for the introduction of new Colleyville Library Board members.

Attachments

1. Colleyville Library Board Roster

Library Board

PLACE 1

Kay Newton
6002 Meadowhill
Colleyville, TX 76034
H: (817) 421-0139
gksafig@aol.com
TERM: Sep 2013 - Sep 2015

PLACE 3

Thad Bolline
3013 Sherwood Lane
Colleyville, TX 76034
W: (817) 961-5118
H: (817) 685-8864
public.bollini@gmail.com
TERM: Sep 2013 - Sep 2015

PLACE 5

Billie Tuttle
202 Madison Square
Colleyville, TX 76034
W: (817) 991-1170
H: (817) 581-4188
tuttlebob@sbcglobal.net
TERM: Sep 2013 - Sep 2015

PLACE 7

Charna Gray
3300 Pembroke Parkway South
Colleyville, TX 76034
H: (817) 996-9217
charnagrav@live.com
TERM: Sep 2014 - Sep 2016

ALTERNATE 2

Nancy Andrews
508 Colleyville Terrace
Colleyville, TX 76034
W: (817) 917-1940
H: (817) 281-5559
nancya@sbcglobal.net
TERM: Dec 2013 - Sep 2015

EX-OFFICIO

Nancy Tuuling
5101 Indian Trail Court
Colleyville, TX 76034
H: (817) 488-8479
TERM: Sep 2014 - Sep 2015

PLACE 2

Victoria Kennedy-Ziegler
5105 Camelot Drive
Colleyville, TX 76034
W: (972) 571-3719
H: (817) 540-1191
drvkenney@tx.rr.com
TERM: Sep 2014 - Sep 2016

PLACE 4

Molly Skinner
309 Chestnut Bend
Colleyville, TX 76034
W: (214) 536-7219
H: (817) 485-7354
mollyskinn@aol.com
TERM: Sep 2014 - Sep 2016

PLACE 6

Vernon Noronha
200 Old Grove Road
Colleyville, TX 76034
W: (214) 840-4255
H: (817) 576-2050
vernon.noronha@gmail.com
TERM: Sep 2014 - Sep 2016

ALTERNATE 1

Sue Anne Martinez
1816 Maplewood Trail
Colleyville, TX 76034
W: (972) 586-1938
H: (817) 525-5342
sueanne.martinez@aviall.com
TERM: Dec 2013 - Sep 2015

EX-OFFICIO

Cecilia Monacelli
2504 Meandering Court
Colleyville, TX 76034
H: (817) 571-6210
cecilia@monacelli.net
TERM: Sep 2014 - Sep 2015



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3b

Agenda Date 10/27/2014

Number

Type Regular Agenda Items

Department Library

Title

Election of the Colleyville Library Board Chair and Vice-Chair

Explanation

The Colleyville Library Board bylaws state that the Board shall elect a Chair and Vice-Chair from among the members annually; Officers shall serve a one-year term or until a successor is elected. The Colleyville City Council appointed new members on September 16, 2014; thereby, the election of new officers shall be held this meeting, October 27, 2014.

Attachments

1. Colleyville Library Board Bylaws

COLLEYVILLE LIBRARY BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Library Board was established by the City Council of Colleyville, Texas, by Ordinance O-04-1466 on June 15, 2004. The purpose of the Colleyville Library Board is to act as an advisory board to the City Council relating to all nature of library facility planning and programming.

ARTICLE II – Membership

- 2.1 The Colleyville Library Board shall consist of seven (7) members, who shall be appointed by the City Council for a two (2) year term; provided three (3) members shall be appointed each odd-numbered year and four (4) members must be appointed each even-numbered year. Places on the Board shall be numbered one (1) through seven (7). The Board shall also consist of two (2) alternates serving two-year terms. Alternates shall be numbered Alternate 1 and Alternate 2.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 In the event of a vacancy on the Colleyville Library Board, Alternate 1 shall fill the unexpired term and Alternate 2 shall be appointed to serve as Alternate 1. In the event of more than one vacancy on the Board, Alternate 1 and Alternate 2 shall fill the unexpired terms. Applications shall be accepted through the City Secretary's office for the Alternate position(s) and filled by City Council appointment for the length of the unexpired term.
- 2.5 The City Council, if it deems it desirable, may appoint ex-officio members to the Board. Such ex-officio members shall be appointed on an annual basis and the term of office of such ex-officio members shall be one year from the date of appointment. Such ex-officio members shall have no voting authority. In consideration of appointment of ex-officio members to the Board, the President of the Friends of the Colleyville Public Library and the President of the Colleyville Public Library Foundation shall be appointed to serve as ex-officio members with concurrent terms of the Presidents of the Friends of the Colleyville Public Library and the Colleyville Public Library Foundation.

- 2.6 If a member of the Colleyville Library Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Library Board shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Library Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Library Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held bi-monthly on the second Monday of the month at 6:00 p.m. at the Colleyville Public Library, located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Library Board members shall constitute a quorum to conduct business of the Library Board. The act of the Colleyville Library Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Library Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Library Board for the transaction of business. Posting and notification meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Library Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Library Board acts in an advisory capacity to the City Council in all matters pertaining to the library facility planning and programming, including development of long range capital improvement programs.
- 5.2 Recommend policies for library services, and the adoption of standards for public library facilities and their financial support.
- 5.3 Receives requests for public funding for educational purposes of any public or private person(s), associations or business entities, and forward such requests with recommendations to City Council.
- 5.4 Review the annual operating budget and capital improvement requests related to library programs with the Library Director, and provide recommendations to the Director for submission to the City Manager or designee for consideration.
- 5.5 Cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of sound library planning and programming.
- 5.6 Board members will take the Attorney General Texas Open Meetings Act on-line training course, available on this link.
http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3c

Agenda Date 10/27/2014

Number

Type Regular Agenda Items

Department Library

Title

Presentation of the Planning Process for the Colleyville Public Library Long-Range Plan

Explanation

Aaron Babcock with Hidell and Associates Architects, will present to the Colleyville Library Board an overview of the planning process for the Colleyville Public Library Long-Range Plan.

Attachments