



City of Colleyville

Colleyville Library Board Agenda

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

Monday, December 14, 2020
6:00 PM

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 12, 2020

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board Members

3b Election of Chair and Vice-Chair

3c Review Colleyville Library Board Bylaws

3d Discussion of Items for Future Agendas

4. REPORTS

Librarian's Report

Friends of the Colleyville Public Library Report

Colleyville Public Library Foundation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, December 10, 2020 by 5:00 p.m.

Mary Rodne, Library Director

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee 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
100 Main Street
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Monday, October 12, 2020
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

The meeting was held via WebEx. Chair Gary McPherson called the meeting of the Colleyville Library Board to order at 6:08 p.m. Member Merry Graves joined the meeting at 6:11 p.m. Also attending the meeting was Kristie O'Brien, a student at Texas Woman's University. O'Brien's government class assignment was to attend a local board meeting.

Present Board members: Chair Gary McPherson, Molly Skinner, Pat Jones, Cecilia Sublette, Merry Graves, Joan Roberts, Kay Newton, Lourdes McWithey; City Staff: Library Director Mary Rodne, Library Administrative Secretary Maria Hoefke

2. APPROVAL OF MINUTES

August 10, 2020

A motion was made by Kay Newton and seconded by Molly Skinner to approve the August 10, 2020 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Library Board appointments update

Director Rodne stated that Library Board expiring term e-mail notifications were sent out on September 23 by the City Secretary's office. Rodne noted that Board members with expiring terms included Gary McPherson, Molly Skinner, Merry Graves, and Lourdes McWithey. Both Merry Graves and Lourdes McWithey stated that they would not be submitting an application for re-appointment. Alternate member Joan Roberts stated that she would apply for a place position on the Library Board. Rodne thanked Lourdes McWithey and Merry Graves for their service and support of the Colleyville Library.

3b City of Colleyville Fiscal Year 2021 (FY21) budget update

Director Rodne reported that the City of Colleyville Fiscal Year 2021 (FY21) budget was approved at the September 15, 2020 City Council meeting and took effect on October

1, 2020. Rodne confirmed that City Council approved the Library Board's recommended expenditure amount of the Voluntary Library Fund not to exceed \$170,000, at the September 1, 2020 City Council meeting.

3c Discussion of Items for Future Agendas

The next regularly scheduled meeting was tentatively set for Monday, December 14, 2020. Rodne said Library Board appointments would be made in November making the December meeting the Board's annual meeting. At the December meeting, the election of officers would be held then.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of August 2020 through September 2020.

B. Donations:

Rodne reported that during the months of August and September, the Library received a total of \$100.00. In August, the Library received one donation, which included: \$100 from Orville and Cathy Prins in appreciation of Library staff. In September, the Library did not receive any donations.

In addition, Rodne said former local meteorologist, Kristine Kahanek donated an assortment of books she authored, dolls, umbrellas, and promotional items to the Library prior to her move out of the area. Rodne said the items will be used for a special weather program in the Spring.

Programs:

Rodne stated the Library was now open at 75 percent. More tables were available but the study rooms, computer and printer services are not accessible. At the last board meeting, Rodne said there had been seven open positions and to date, six have been filled. Additionally, the Library had been busy gearing up for the upcoming voting season as the Library was a designated polling place in Tarrant County. Early voting and Election Day voting would be taking place throughout the month and Library staff had been asked to be in attendance during all voting hours. Rodne said the Library would be promoting library card sign-up and all functions of the Library would be available during the early voting period.

Rodne also said they had just completed Library Card Sign-Up Month in September. Youth Story Times began virtually on September 14th. Five programs with 54 classes are offered this Fall. Four of the youth classes are offered for 12 weeks, with Family Art lasting six weeks. Adult Services is continuing with virtual book discussions and Get Crafty events this Fall. All have had steady attendance to date.

The Library will have a major system upgrade in November. While it will mostly entail behind the scenes upgrades, access to the Library catalog and digital downloads will not be available during that time. The work is anticipated to start at the close of business Saturday, November 7th and completed by Monday, November 9th. In addition to the new server, several other new enhancements will be launched, including an automatic renewals feature for available Library items, and patron sign in to their accounts via Google.

Upcoming Special Events include Youth Services Check & Treat set for Saturday, October 31st. As the Library will not be able to hold its annual youth Halloween party, the Check & Treat will take place from 10:00 am to 3:00 pm on Halloween. Anyone who checks out an item is eligible for a 'treat' from the Library.

In November, the Youth Services department will hold a virtual Thanksgiving. Staff will pre-record stories, offer a craft and a treat to participants.

In December, the Library will host a StoryWalk. Plans are in the works to either have the event on the South Lawn or in the Plaza at Colleyville. Rodne stated the event may kick-off with Rocket.

4b Friends of the Colleyville Public Library Report

Joan Roberts stated that on September 15th, the Friends of the Library re-opened their Used Book Sales and people are busy purchasing items from the shelf. The Friends are still not accepting any new donations as there are plenty of items left from the cancelled book sale in the Spring. Roberts stated she anticipated that new book donations would not be accepted prior to the first of the year. Additionally, Roberts asked members to add the Friends of the Library as their charity when making purchases on Amazon. Roberts also stated on October 15th, the Friends of the Library will have their annual general meeting and their guest speaker would be Director Rodne.

4c Colleyville Public Library Foundation Report

Member Pat Jones said the Foundation has completed its campaign with North Texas Giving Day. Jones stated that while the check has not yet been received, the campaign went well and thanked those who made contributions. Jones added the Library Foundation was also a listed charity on Amazon.

5. CITIZEN COMMENTS

There were no citizen comments/presentations regarding items not on the agenda. Chairman Gary McPherson thanked the out-going Library board members for their service and for giving of their time and energy to the board.

6. ADJOURNMENT

A motion was made by Kay Newton and seconded by Lourdes McWithey to adjourn the meeting of the Colleyville Library Board at 6:35 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE
_____ DAY OF _____.

Minutes taken and prepared by:

*Maria Hoefke
Administrative Secretary*



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3a	Agenda Date 12/14/2020	Number
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Type Regular Agenda Items

Department Library

Title

Introduction of new Colleyville Library Board Members

Explanation

This item allows for the introduction of new Colleyville Library Board member(s).

Attachments

1. Library Board Roster - 2020-2021



LIBRARY BOARD 2020-2021

PLACE 1

Kay Newton

6002 Meadowhill Drive

Colleyville, TX 76034

(817) 421-0139

gksafig@aol.com

TERM: Nov 2019 - Nov 2021

PLACE 2

Gary McPherson

316 Polo Trail

Colleyville, TX 76034

(972) 742-5778

mcpherson7@verizon.net

TERM: Nov 2020 - Nov 2022

PLACE 3

Pat Jones

102 Van Buren Court

Colleyville, TX 76034

(817) 994-4880

patjones102@gmail.com

TERM: Nov 2019 - Nov 2021

PLACE 4

Molly Skinner

309 Chestnut Bend

Colleyville, TX 76034

(214) 536-7219

mollyskinn@aol.com

TERM: Nov 2020 - Nov 2022

PLACE 5

Cecilia Sublette

5601 Ponderosa Street

Colleyville, TX 76034

(817) 995-6592

ceciliajs@aggienetwork.com

TERM: Nov 2019 - Nov 2021

PLACE 6

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2020 - Nov 2022

PLACE 7

Joy Fulton Lee

7109 Waldon Court

Colleyville, TX 76034

(817) 907-9293

joyfultonlee@gmail.com

TERM: Nov 2020 - Nov 2022

ALTERNATE 1

Tina Bond

3104 St. Albans Circle

Colleyville, TX 76034

(817) 903-8462

tina.e.bond@gmail.com

TERM: Nov 2020 - Nov 2021

ALTERNATE 2

Wanda Cotter

5601 Oak Top Drive

Colleyville, TX 76034

(806) 886-3661

pleiades1972@gmail.com

TERM: Nov 2020 - Nov 2021

EX-OFFICIO

Pat Jones

102 Van Buren Court

Colleyville, TX 76034

(817) 994-4880

patjones102@gmail.com

EX-OFFICIO

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2020 - Nov 2022



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3b

Agenda Date 12/14/2020

Number

Type Regular Agenda Items

Department Library

Title

Election of Chair and Vice-Chair

Explanation

The Colleyville Library Board bylaws state that the Board shall, annually, elect a Chair and Vice-Chair from among the members. Officers shall serve a one-year term or until a successor is elected.

Attachments

1. Colleyville Public Library - Chair and Vice Chair Terms



COLLEYVILLE PUBLIC LIBRARY LIBRARY BOARD

CHAIR AND VICE CHAIR TERMS

CHAIR	VICE CHAIR	TERM
Taraba, Gary	Wollin, Carol	September 2001 - June 2002
Taraba, Gary	Wollin, Carol	July 2002 - June 2003
Jones, Pat D.	Roxburgh, Richard	July 2003 - June 2004
Jones, Pat D.	Eytcheson, Nancy	July 2004 - June 2005
Eytcheson, Nancy	Jones, Pat D.	July 2005 - June 2006
Eytcheson, Nancy	Jones, Pat D.	July 2006 - June 2007
Jones, Pat D.	Isbell, Steve	August 2007 - September 2008
Davis, Jerome	Rippe, Mary Alice	October 2008 - September 2009
Davis, Jerome	Rippe, Mary Alice	October 2009 - September 2010
Davis, Jerome	Rippe, Mary Alice	October 2010 - September 2011
Davis, Jerome	Bolline, Thad	October 2011 - October 2012
Davis, Jerome	Bolline, Thad	November 2012 - September 2013
Bolline, Thad	Davis, Jerome	October 2013 - September 2014
Bolline, Thad	Kennedy-Ziegler, Victoria	October 2014 - September 2015
Noronha, Vernon	Kennedy-Ziegler, Victoria	October 2015 - July 2016
Newton, Kay	Skinner, Molly	August 2016 - January 2018
Skinner, Molly	Billinger, Seanna	February 2018 - September 2018
Skinner, Molly	McPherson, Gary	October 2018 - November 2019
McPherson, Gary	Cecilia Sublette	December 2019 - November 2020
		December 2020 - November 2021



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3c	Agenda Date 12/14/2020	Number
Type Regular Agenda Items		
Department Library		
Title		
Review Colleyville Library Board Bylaws		

Explanation

This item allows the opportunity to distribute and review the bylaws of the Colleyville Library Board.

Attachments

1. Library Board Bylaws - Approved April 2013

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

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Agenda Number 3d

Agenda Date 12/14/2020

Number

Type Regular Agenda Items

Department Library

Title

Discussion of Items for Future Agendas

Explanation

This item allows the opportunity for Library Board members to suggest items for consideration on future Library Board agendas and to confirm the next regularly scheduled meeting date.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number

Agenda Date 12/14/2020

Number

Type Report

Department Library

Title

Librarian's Report

Explanation

The reports provided are to update Board members on the statistics and programs for the months of October and November 2020.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - October - November 2020
2. Volunteer Hours Summary - FY 2020-2021



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2020

	October 2020	October 2019	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	18,779	6,411	193%	18,779	6,411	193%
Gate Count	17,723	5,780	207%	17,723	5,780	207%
Cloud Library Activity	651	511	27%	651	511	27%
Drive Up Transactions	405	120	238%	405	120	238%
Total In-Library Transactions	23,910	26,163	-9%	23,910	26,163	-9%
Study Room Hours Usage	0.00	234.00	-100%	0.00	234.00	-100%
Volunteer Hours	0.00	30.00	-100%	0.00	30.00	-100%

LIBRARY PROGRAMS PRESENTED						
	24	82	-71%	24	82	-71%

PROGRAM ATTENDANCE						
	298	1,551	-81%	298	1,551	-81%

COMPUTER USE		Users	Users			
Children	0	60	-100%	0	60	-100%
Adult	0	180	180%	0	180	180%

CARD REGISTRATIONS						
	206	50	312%	206	50	312%

CIRCULATION						
TOTAL CIRCULATION	16,915	16,990	0%	16,915	16,990	0%
Cloud Library	4,362	3,168	38%	4,362	3,168	38%
Zinio	523	247	112%	523	247	112%
RB Digital	72	68	6%	72	68	6%

COLLECTION						
	-850	418	-303%	74,089	70,579	5%

LIBRARY RECEIPTS						
	\$705.07	\$1,949.16	-64%	\$705.07	\$1,949.16	-64%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2020

	November 2020	November 2019	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	3,675	5,416	-32%	22,454	11,827	90%
Gate Count	2,773	4,831	-43%	20,496	10,611	93%
Cloud Library Activity	592	489	21%	1,243	1,000	24%
Drive Up Transactions	310	96	223%	715	216	231%
Total In-Library Transactions	22,002	22,022	0%	45,912	48,185	-5%
Study Room Hours Usage	0.00	281.00	-100%	0.00	515.00	-100%
Volunteer Hours	0.00	69.00	-100%	0	99	-100%

LIBRARY PROGRAMS PRESENTED

15	61	-75%	39	143	-73%
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PROGRAM ATTENDANCE

786	1,073	-27%	1,084	2,624	-59%
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COMPUTER USE

Users

Users

Children	0	72	-100%	0	132	-100%
Adult	0	175	180%	0	357	180%

CARD REGISTRATIONS

46	45	2%	252	95	165%
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CIRCULATION

TOTAL CIRCULATION	15,958	15,047	6%	32,873	32,037	3%
Cloud Library	4,131	2,998	38%	8,493	6,166	38%
Zinio	778	309	152%	1301	556	134%
OneClickdigital	57	64	-11%	129	133	-3%

COLLECTION

207	-299	169%	74,296	70,280	6%
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LIBRARY RECEIPTS

\$572.54	\$1,275.13	-55%	\$1,277.61	\$3,224.29	-60%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2020-2021

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
November	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
December											0	0
January											0	0
February											0	0
March											0	0
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0



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Agenda Number	Agenda Date 12/14/2020	Number
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Type Report

Department Library

Title

Friends of the Colleyville Public Library Report

Explanation

A representative from the Friends of the Colleyville Public Library will provide an update and report to the Colleyville Library Board members.

Attachments



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Agenda Number	Agenda Date 12/14/2020	Number
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Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

A representative from the Colleyville Public Library Foundation will provide an update and report to the Colleyville Library Board members.

Attachments