



CITY OF WHITEWRIGHT
Public Library Quarterly Meeting
June 12, 2018
MINUTES

- I) **Call meeting to Order and Establish a Quorum**
Meeting called to order by Chair Rod Earnheart at 5 p.m.

Members Present: Rod Earnheart, Bart Bodine, Jeanie Coleman, and Jeanne Tykoski.
Others Present: Chris Ely

II) **Action Items**

1. *Approval of Minutes of March 6, 2018*
Motion made by Jeanne Tykoski to approve minutes, seconded by Bart Bodine, motion carried.

III) **Information Reports**

1. *Advisory Board and Director Concerns*

The council discussed adding a new board member, due to expected departure of current members. Stefan Kells, a library volunteer for many years, was discussed as a potential candidate. He will be invited to the next board meeting, where the board can vote on whether or not to add him. If so, this information will then go on to the City Council for final approval.

Other names were discussed for future consideration.

2. *Financial and Statistical Reports*

Chris Ely reported that she had worked more overtime than usual, but this was assisting City Hall with a project, not library work. Due to how the accounting system works, it will be coded to the library.

Before Mayor Looney left office, he assigned the title of Digital Media Manager to Ely, which covers managing the City's various web sites and social media accounts. Ely was already doing most of this, so with a title and a raise it is now officially part of her job.

Most of this work can be done during library hours, and is a good way to keep the library in view of City Hall and the City Council. Board members stressed that the council must be kept aware of this, so there is no question regarding overtime in the future.

Ely also clarified an expense for security alarm repair that was reported at the previous meeting was the library's portion of the cost, not a combination of City and library costs. It's a one-time expense to add an external antenna for communication with the security company.

Coleman asked about funding for the upcoming Summer Reading Program. Ely said there is \$50 in the budget, but the majority of materials needed were already owned by the library, and it is planned to ask for donations from local businesses for prizes.

Ely reported an increase in juvenile program attendance, due to programming during Spring Break. There has also been an increase in new library cards issued, probably due to people moving during the summer break.

3. *Director's Report*

a. Assistant Librarian

Linda Kemp submitted her resignation letter to the library advisory board. Trinity Huffman, who has been both a volunteer and a contract employee, was hired to fill the position. Since she had already worked with us, the City gave the okay for immediate hiring.

b. Tocker Foundation application

An application has been made for \$6,298 to order a Community Center vending machine, which holds drinks as well as snacks. This will be a teen-led project with proceeds going to the library.

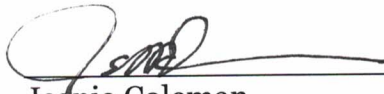
c. Tocker Foundation and UT Technology and Information Policy Institute Hotspot Lending Program application

An application has been made to participate in a program that would fund the purchase of hotspots and pay for one year of service.

d. The Sewing Machine Foundation application

An application has been made for two sewing machines to be used to teach sewing skills.

IV) **Adjourned at 5:55 p.m.**



Jeanie Coleman
Secretary, Library Advisory Board

10-9-18
Date