

**MINUTES OF THE REGULAR MEETING OF  
COLLIERVILLE PUBLIC LIBRARY BOARD  
Tuesday, November 3, 2015**

The Collierville Public Library Board held a regular public meeting at 6:00 p.m. on Tuesday, November 3, 2015, in the Board Chambers at Town Hall, located at 500 Poplar View Parkway.

1. **CALL TO ORDER:** Eddie Maier called the meeting to order.
2. **ROLL CALL:** The following members of the Library Board were present: Eddie Maier, Andre Crafford, Kathleen Bradley, and Billy Patton.

Mr. Suddath explained that the position vacated by Mr. Harlow has not been filled. Liz Rozanski and Jeff Martindale were also not in attendance.

Staff present included Assistant Town Administrator Josh Suddath and Library Director Deanna Britton.

3. **APPROVAL OF MINUTES FOR JUNE 23, 2015:**

Ms. Bradley made motion, seconded by Ms. Crafford, to approve the minutes of the June 23, 2015 Library Board meeting as written.

All were in favor, none were opposed. Motion approved.

4. **CONSIDERATION OF MODIFICATION TO THE LIBRARY POLICY FOR HOUSEHOLDS WITH MULTIPLE BLOCKED CARDS:**

Ms. Britton began by stating that the purpose of this agenda item is to approve the acceptance of an update to the Lucius E. and Elsie C. Burch, Jr. Library Policy Manual. She stated that the Library is requesting to deny households with multiple blocked cards. Ms. Britton noted that in many instances there is more than one blocked card in a household. She remarked that adults can open cards in an underage household member's name without the minor present. Ms. Britton clarified that household members are identified by common surname, phone number, email, or the application which requires the inclusion of the parent's name. She stated that currently the Library has 14 households with 61 library cards in this category.

Mr. Maier asked if the Town of Collierville used a collection agency to recoup losses.

Ms. Britton stated that the Town of Collierville does not use a collection agency but noted that the approval of this agenda item would curtail the abuse.

Ms. Crafford asked at what point a card becomes blocked.

Ms. Britton stated that a card becomes blocked when the cardholder owes \$25 in fees.

Without further discussion, Mr. Patton made motion, seconded by Ms. Crafford, to approve modification to the library policy for households with multiple blocked cards.

All voted in favor, none were opposed. Motion approved.

**5. CONSIDERATION OF MODIFICATION TO THE LIBRARY POLICY FOR TEMPORARY CARD HOLDERS:**

Ms. Britton began by stating that the purpose of this agenda item is to approve the acceptance of an update to the Lucius E. and Elsie C. Burch, Jr. Library Policy. She stated that the Library is requesting to restrict privileges for temporary card holders to computer use only. Ms. Britton noted that the original intent of the issuing of temporary cards was to allow non-residents the ability to use the public computers without paying the full \$25 non-resident fee. She remarked that SIRSI, the Library's Interlibrary System in 2009, did not have the ability to code the card for computer use only. Ms. Britton stated that temporary card holders continue to be allowed to check out materials. She noted that since the card expires in 7 days, there is no way to hold patrons accountable for materials that are not returned. Ms. Britton remarked that Polaris, the Library's new Interlibrary System, does have the ability to restrict temporary card holders to computer use only. She noted that temporary card long overdue charges from September 2012 until September 2015 amount to \$4,290.49.

Mr. Suddath remarked that temporary library cards are often enjoyed by residents' out-of-town guests during holidays. He noted that the Library provides great access to those who travel without computers.

Mr. Patton commented that customers often ask to rent computers from his business and that he refers them to the Library.

Without further discussion, Ms. Bradley made motion, seconded by Mr. Patton, to approve modification to the Policy Manual of the Lucius E. and Elsie C. Burch, Jr. Library for Temporary Card holder guidelines.

All were in favor, none were opposed. Motion Approved.

**6. ACCEPTANCE OF MODIFICATIONS TO THE LIBRARY POLICY MANUAL:**

Ms. Britton began by stating that the purpose of this agenda item is to approve the acceptance of updates to the Lucius E. and Elsie C. Burch, Jr. Library Policy Manual. She stated that updates

reflect Library Board approved policy including changes to: the vision statement, community served, selection tools, electronic resources, donations, reciprocal borrowing with Germantown Community Library, educator cards, interlibrary loan, requesting materials from other libraries, supplying to other libraries, supplying materials to the Collierville Public School System, blank CD's for purchase, volunteers, patron responsibilities and conduct, and Interlocal agreement between the Collierville Library and Germantown Library. Ms. Britton stated that these changes were necessitated by the changeover from Library Systems & Services, LLC to Town of Collierville.

Mr. Suddath clarified the change on page 10 and explained that while the Library works in cooperation with the Germantown Library, patrons are no longer able to access each other's electronic resources, such as public computers.

Ms. Crafford asked about the status of non-resident educators who no longer have access to Educator Cards.

Mr. Suddath explained that cards would be issued to them free of charge since they are now Town employees.

Mr. Suddath asked Ms. Britton to explain the Vision and Mission Statement of the Lucius E. and Elsie C. Burch, Jr. Library.

Ms. Britton stated that the Library is intended to be an engaging community destination. She further stated that this Vision and Mission Statement reflects the additional services the Library provides to the community.

Without further discussion, Ms. Bradley made motion, seconded by Ms. Crafford, to approve modification to the Lucius E. an Elsie C. Burch, Jr. Library Policy Manual.

All were in favor, none were opposed. Motion approved.

#### **7. ACCEPTANCE OF \$14,017.48 IN DONATIONS TO THE COLLIERVILLE BURCH LIBRARY:**

Ms. Britton began by stating that the Library received donations totaling \$14,017.48 for the period from June 30, 2015 through October 18, 2015. She noted that \$27.48 were anonymous donations and will be added to the materials budget, \$40 was given by Amy Densen for a book honorarium for Mary Densen, \$200 was given by the Friends of the Collierville Library for Public Relations, \$13,000 was given by Friends for materials, and \$750 was given and non-specified by Kappa Kappa Gamma Fraternity, which will be added to materials. Ms. Britton further noted that in total, \$13,817.48 will be added to the materials budget and \$200 will be added to the Public Relations budget.

Ms. Britton stated that it costs between \$1,200 and \$1,500 to replace 50 books. She remarked that she appreciates the extra money that comes by way of donation.

Mr. Patton asked what happens to books that are weeded out to make room for new books.

Ms. Britton replied that they are given to Friends of the Collierville Burch Library and sold in book sales. She also noted that books that do not sell in book sales are sold in the bookstore or donated.

Without further discussion, Mr. Patton made motion, seconded by Ms. Bradley, to accept donations to the Lucius E. and Elsie C. Burch, Jr. Library for a total of \$14,017.48.

**8. OTHER BUSINESS/DISCUSSION/STAFF UPDATES:**

Ms. Britton thanked the Board for judging 95 art poster entries in September for "September is Library Card Signup Month". She stated that Katie Horner from Collierville Middle School was selected as winner.

Ms. Britton provided figures to the Board outlining fiction and nonfiction performance in the Library and how these numbers relate to national averages.

Brief discussion ensued regarding Young Adult fiction outperforming other categories.

Ms. Britton commented on Barry Snyder's recent visit to the Library. She noted that publicity generated from the Public Information Office earned appearances on local news channels where he promoted the Collierville Library.

**9. ADJOURNMENT:**

Without any further business, the meeting was adjourned at 6:53 p.m.



Liz Rozanski, Chairman

*Eddie Maier, Vice Chairman*



Josh Suddath, Assistant Town Administrator

*JEANNA BRITTON, DIRECTOR*