

**MINUTES OF THE REGULAR MEETING OF
COLLIERVILLE PUBLIC LIBRARY BOARD
Tuesday, July 25, 2017**

The Collierville Public Library Board held a regular public meeting at 6:00 pm on Tuesday, July 25, 2017, in the Administration Conference Room at Collierville Town Hall, located at 500 Poplar View Parkway.

CALL TO ORDER

Mr. Maier called the meeting to order.

ROLL CALL

The following members of the Library Board were present: Andre Crafford, Eddie Maier, Liz Rozanski, and John Stamm.

Staff present included Library Director, Deanna Britton.

APPROVAL OF MINUTES FOR APRIL 25, 2017

Ms. Rozanski made a motion, seconded by Ms. Crafford, to approve the minutes of the April 25, 2017 Library Board meeting as written.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

CONSIDERATION OF MODIFICATION TO THE INTERLIBRARY LOAN REQUEST FORM

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. The Library is requesting to update the Interlibrary Loan Request form.

The Interlibrary Loan Request form should be simplified so that the process of requesting an interlibrary loan item is clearer for the patron. Changes include the following: only requiring one phone number, removing the term “photocopies,” and removing wording related to additional fees.

Ms. Crafford made a motion, seconded by Mr. Stamm, to approve the recommended modifications to the Lucius E. and Elsie C. Burch, Jr. Library Policy Manual, Interlibrary Loan Form which would remove unnecessary contact information, update periodical terminology and remove wording related to additional fees levied by supplying libraries.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

ACCEPTANCE OF \$11,985.45 IN DONATIONS TO THE COLLIERVILLE BURCH LIBRARY

The library received donations totaling \$11,985.45 for the period from February 21, 2017 through June 30, 2017. \$8.00 was anonymous and non-specified donations which will be added to the materials budget, \$25 was given for materials by Charlotte Nestenberger and Mary Ann Griesbeck, Amy Denson gave \$30 for materials, the Contemporary Club gave both \$1,000 for small equipment and \$100 for materials, Krishna Sampatoor gave \$17.20 for materials, Collierville Elementary School's the "Bubbles for Burch" fund gave \$719.25 for children's programming, and \$10,086 was given by the Friends of the Library which included \$6,500 for materials, \$320 for PR, \$300 for programming, and \$2,966 for computer equipment. A total of \$6,680.20 will be added to the materials budget, \$1,000 will be added to the small equipment budget, \$2,966 will be added to the computer equipment budget, \$320 to the PR budget, and \$1,019.25 to the programming budget.

Mr. Maier made a motion, seconded by Ms. Rozanski, to accept donations to the Lucius E. and Elsie C. Burch, Jr. Library for a total of \$11,985.45.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

Appointment of Officers

The by-laws of the Collierville Public Library Board state that officers are to be appointed at the July meeting of the Board. Appointed officers will have their terms set to begin on July 1, 2017.

Ms. Rozanski made a motion, seconded by Ms. Crafford, to elect Mr. Maier for the position of Chairman.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

Mr. Maier made a motion, seconded by Ms. Crafford, to elect Mr. Grobmyer for the position of Vice-Chairman.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

Ms. Rozanski made a motion, seconded by Mr. Maier, to elect Ms. Crafford for the position of Secretary.

Roll Call: Ms. Crafford - yes, Mr. Maier – yes, Ms. Rozanski – yes, Mr. Stamm – yes. Motion approved.

Other Business/Discussion/Staff Updates

Ms. Britton brought a newsletter from the Barrington Public Library in Barrington, IL to show the Board what is possible with a larger facility and to note some programming ideas that the library may plan in the future.

Ms. Britton noted that Board members should be receiving the library's new monthly newsletter. The library is using Constant Contact through the Town's PR Department subscription for this newsletter. The link is also on the website. The newsletter will highlight big programs and share important stories to promote the library.

Laura Edgerton is the new Administrative Specialist. She has been with the library since January of 2016, working as an adult reference assistant. She will work 25 hours per week.

The library is down one circulation staff member starting in August.

Summer Reading has been well attended so far. The Harry Potter Family Day brought in over 1,000 people and was very popular.

Ms. Britton discussed her meeting with Julia Trumpy, Payton Mink, and Shelli Brasher, the Regional Support Manager at Robotics Education and Competition Foundation. Ms. Brasher helped staff clarify what the library could reasonably do with the current staff to offer robotics related programming in the library. The discussions from that meeting lead to three STEM and robotic themed program ideas: Vex IQ Robotics, International Day of the Girl Child, and Testing and Prep for Industry Certification.

Vex IQ Robotics will allow students, grades 4-8, to build and program robotics. A build team will have 4 students in each, with two teams participating at a time. Teams will meet one weekend night and one Saturday. Ms. Britton explained that a volunteer will need to be present during those times to supervise. Library staff is developing procedures and guidelines for this program.

The International Day of the Girl Child was declared as October 11 by the United Nations General Assembly to recognize girls' rights and the unique challenges girls face around the world. The library is celebrating and participating in this day with a program that will draw more girls into STEM careers. The program will include a panel of speakers, refreshments, and door prizes.

The Testing and Prep for Industry Certification will be a 90 minute program that will cover information about the test, how to prepare for the test, and information about what certifications are out there. The test may be proctored by Ms. Brasher at a later date. This will provide students with an opportunity to get college credit.

The new STEM Backpacks have begun to circulate and are already very popular. The library currently has 28 and are getting more. Each backpack contains a STEM related activity and an explanatory information sheet to assist patrons.

Boopsie will be the new app for the library website, and it is coming in October. Boopsie will take some of the most used features from the website and put them in a mobile format. It will allow patrons to search the catalog, book study rooms, place holds, renew books, and connect to OverDrive in a simpler format than the website.

Flipster will update its app for Consumer Reports, and OverDrive has a new app called Libby.

Some upcoming programs at the library include an Alice in Wonderland themed tea party on August 2 and the Total Social Eclipse program on August 10.

Ms. Britton updated the Board on the sales and revenue from the Friends of the Library for July 2016 to June 2017.

Ms. Britton mentioned that the Collierville School Board has a new policy regarding distributing Summer Reading Program flyers to students. She also mentioned that the new laws passed by the Tennessee General Assembly affecting public libraries will mean that the Library Board By-Laws will need to be revised at the next meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:48 pm.



Eddie Maier, Chairman



Deanna Britton, Library Director