

**Carrollton Public Library Advisory Board**  
**Meeting Minutes for**  
**Monday, January 6, 2014**

**Attending:** Connie Stewart, Chair  
Tina Hager, Secretary  
Peggy Bradley  
Carol Gathings  
Lynne Hines  
Willadean Martin  
Lauren Scharrer

**Absent:** Dan Huehn  
Donna Manchester, Vice-Chair

**Staff:** Sue Haas, Library Director  
Lynette Jones, Branch Manager, Hebron & Josey Library  
Terri Allison, Branch Manager, Josey Ranch Lake Library  
Karen Hermann, Administrative Assistant

**Council Liaison:** Councilman Anthony Wilder

**Visitors:** none

**MEETING MINUTES**

**Approval of Minutes**

Connie Stewart, Chairperson, called the meeting to order at 7:00 p.m. She asked if there were any corrections to the November 4, 2013 minutes. There were no changes. Carol Gathings made a motion to approve the minutes and Lynne Hines seconded the motion.

**Introduction of Board Members**

Connie asked that each board member introduce themselves since new members were appointed in October. Each board member gave a brief introduction.

**Change in Meeting Time**

Connie reported that she had been asked by a board member to consider the earlier meeting time of 6:30 pm. Library Director, Sue Haas, consulted the by-laws and confirmed the group could make this decision by consensus. After discussion, all members present agreed on the new meeting time.

**Technology Update**

❖ **ILS (Integrated Library System)**

Sue reported that a team of Library and IT staff were reviewing three ILS systems to upgrade the current twelve year old ILS Innovative Interfaces Millennium. The library team was tasked with

creating a business functionality list of features that were necessary or desired for continuing optimum customer service and staff efficiency. The new upgrade will include an 'eCommerce' feature that accepts online payment of fines. With the popular rise of credit and debit cards, customers have sought the convenience to pay their fines online.

❖ **e-Readers & Customer Assistance**

Branch Manager, Terri Allison reported the growing trend of Library customers acquiring mobile devices or eReaders that are seeking content and assistance from the library. They are looking to the library for e-Books for use on their new devices. Terri shared that our Web Specialist, Cindy Brundige, has created a very informative, step by step webpage for checking out and downloading eBooks for various devices. Sue added that new ILS' architecture will integrate customers' *e-Books* into their regular library account for more seamless customer service. Currently, customers have two accounts: an account for eBooks and an account for books, DVDs, etc.

**Information Sharing and Update**

- ❖ Branch Manager, Lynette Jones reported on the status of the Hebron & Josey Library's redevelopment of the former Parks and Recreation Administration's office space. Under the direction of CIP Manager, Andrew Combs, three architects attended the January 6<sup>th</sup> RFQ meeting and tour at H & J Library. The architects' applications and brief summaries of how they would approach the project to create additional study rooms/conference room are due at the Engineering department on January 23.
- ❖ The re-upholstery project is still underway at both libraries. Terri Allison offered to show any interested board members some of the completed seating at Josey Ranch Library after the meeting.
- ❖ The popular school age activity--Twelve Days of Winter Break--was held during the school break from Monday, December 23<sup>rd</sup> to January 4<sup>th</sup>. Some 720 children attended the activities this year, which included a snow ball fight, yoga, scavenger hunt, a puppet show et al.
- ❖ Westerns (Fiction Genre) Collection was located solely at the JRL Library during the tenure of the previous director. Based on customer feedback, the decision was made recently to shelve Westerns at both libraries. The collection will also 'float, meaning that an item returned at a library remains there unless requested by a customer at the other library.
- ❖ Sue shared a thank you letter from fifth grader, Avery Worley, to librarian Leslie Scott complimenting Ms. Scott on her outreach visit for CFBISD Career Day.

The next meeting is scheduled for 6:30 p.m., Monday, March 3, 2014, at the Josey Ranch Lake Library.

**Adjourn:**

There being no further business the meeting adjourned at 8:00 p.m.

Minutes respectfully submitted by:

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Sue Haas, Library Director

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Connie Stewart, Chairperson