

**Minutes of the Library Board
Keller Texas
Monday November 5, 2018**

A. CALL THE MEETING TO ORDER--Mona Ford, Chair, Keller Public Library Board at 7:03 P.M.

Members Present: Mona Ford, Chairman, Patty Alexander, Karen Hibbs, Amy Morgan (alternate), Rick Peters (alternate)

Members Absent: Mary Vermette, Jan Boettcher, Bonnie Paine, Judy Hall,

Others Present: Jana Prock, Head Librarian, Wendy Dunn, Children's Librarian

B. CONSENT

1. It was noted that the October 1, 2018 minutes were missing the absent members: Patty Alexander, Judy Hall, Bonnie Paine, and Jan Boettcher. Patty Alexander recommended that the October 1, 2018 minutes be accepted as amended. Amy Morgan seconded the motion.

C. REPORTS

1. Friends of the Library update given by Karen Hibbs:

1.

Financial Report: Book Shop Sales	\$1696
Consignment Sales	535
Resale Shop	48
Contributions	58
Membership Dues	<u>15</u>
Total Income	\$2352
Depreciation Expense	<u>-113</u>
Net Income	\$2239

2. FOL is giving money for an appreciation continental breakfast for the library staff.
3. Kelly Holt requested supplemental engineering sets for ages 5-12 years old. FOL is giving \$500 to the library to purchase these.
4. The library staff requested funds to develop the library into a Family Place Library with literacy programs for pre-school children. FOL is providing \$5000 for Kelly Holt, Library Services Manager, and Wendy Dunn, Childrens Librarian to attend a workshop on Long Island, New York for this purpose.

5. A high school student received volunteer hours for taking books to Half-Price Books for the FOL.
6. Books sold on consignment provided an income of \$525. Consignment expense rate is currently 67%.
7. There will be no FOL November meeting. All FOL members are invited to Michelle's home for the December holiday party.

D. ADMINISTRATIVE COMMENT

1. Jana Prock attended 2018 PLANT Conference on October 4, 2018. The of the conference was "Sharpen Your Saw: Tools for Organizational Growth" by Julie Todaro. It presented ways of implementing change and explored what is servant leadership.
2. Library Employee Update: Wendy Dunn has been hired as Childrens Librarian. She comes from the Fort Worth Public Library
3. Library Statistics for October, 2018:
 - Walk in Users: 17,354
 - Materials Circulated: 39,223
 - Computer Usage: 1960 hours
 - Library Cards Issued: 155
 - Questions Answered: 5, 234
4. The Calendar of Events for children, teens, and adults was reviewed for November and December.

E. DISCUSSION

1. Keller Reads: One Book, One City

1. The committee will meet on November 14th at 5 pm. Patty Alexander will be an alternate for the Library Board at this meeting.

G. CITIZENS TO BE HEARD

1. There were no visitors at the meeting.

H. ADJOURN

Karen Hibbs moved to adjourn at 7:30. Rick Peters seconded the motion.

Respectfully submitted by,
Patty Alexander