



CITY OF ALLEN

**AGENDA
ALLEN PUBLIC LIBRARY BOARD
REGULAR MEETING
OCTOBER 6, 2009 – 7:30 P.M.
LIBRARY BOARD ROOM
300 NORTH ALLEN DRIVE, ALLEN TEXAS 75013**

1. Call to Order and Announce a Quorum is Present.
2. Introduce New Board Members Hugh Brown and Rajeev Verma.
3. Nominate and Elect New Officers.
4. Approve Minutes of August 4, 2009 Regular Called Meeting.
5. Discuss and Approve Change(s) to Library Board By-Law (Article II, Section I) Pertaining to Frequency and Time of Regular Board Meetings.
6. Discuss the Public Art Dedication on November 14, 2009.
7. Receive Update on FY 2010 Library Operating Budget.
8. Review and Discuss July and August 2009 Library Statistics.
9. Receive Update on Change in Procedures for Holds and Checkouts.
10. Review Calendar Items:
 - October 7, 7 p.m. Financial Planning Workshop
 - October 8, 7 p.m. Endowment Fund Board Meeting
 - October 8, 7 p.m. Bach to Books: Native Americans in Collin County
 - October 13, 20, 27 Fifties Science Fiction Movies
 - October 15, 7 p.m. ALLEN Reads: Popular Music Scholar George Gimarc
 - October 18-24 Teen Read Week
 - October 20, 2 p.m. Friends of the Library Board Meeting
 - October 24 Family Night Camp-Out, Joe Farmer Recreation Center
 - October 29 City Board and Commission Orientation
 - November 3, 10, 17, 24 Bach to Books: International Women's Film Series
 - November 12, 7 p.m. Bach to Books: Maimonides Program
 - November 14 Public Art Dedication at 10:30 (reception at 9:30)
 - November 25 Library Closed at 6 p.m.
 - November 26-27 Library Closed for Thanksgiving
 - December 11 Board Appreciation Dinner
11. Adjourn.

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, October 2, 2009, at 5:00 p.m.

Shelley B. George, City Secretary

Allen Public Library is wheelchair accessible. Access to the building and special parking are available at the entrance facing 300 N. Allen. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214-509-4105.

ALLEN PUBLIC LIBRARY

REGULAR MEETING

AUGUST 4, 2009

Present:

Mary Jane Hamilton, Chair

Board Members:

Donald Wing
Tanya Gould
Donna Drews Vanous
Geoffrey Smith
Susan McDaniel

City Staff:

Jeff Timbs, Director
Deborah West, Children's Manager

Guests:

None

Call to Order and Announce a Quorum is Present

With a quorum of the Board Members present, the Regular Meeting of the Allen Public Library was called to order by Chair, Mary Jane Hamilton, at 7:30 p.m. on Tuesday, August 4, 2009, in the Board Room of the Allen Public Library, 300 North Allen Drive, Allen, Texas.

Regular Agenda

1. Approve Minutes of June 2, 2009 Regular Called Meeting.

MOTION: Upon a motion made by Board Member, Donald Wing and a second by Board Member, Susan McDaniel, the Board voted six (6) for and none (0) opposed to approve the June 2, 2009 minutes. The motion carried.

2. Introduce New Board Member Trent Armstrong.

Trent Armstrong was not present at the meeting.

3. Discuss and Approve Cancellation of the September Board Meeting to Attend the Young Writers Awards Program on September 1.

Discussion of the many writers involved and the impressive work by the students. An uplifting experience reflecting the effort and pride of the students. The event will be held September 1, 7:00 P.M. and board members are encouraged to attend. A reception will be held after the event. A reminder will be sent.

MOTION: Upon a motion made by Board Member, Susan McDaniel and a second by Board Member, Donna Drews Vanous, the Board voted six (6) for and none (0) opposed to cancel the September Library Board meeting. The motion carried.

4. Receive update on 2009 Summer Reading Club Activities.

Children's Manager Deborah West gave an update on the 2009 Summer Reading Club Activities. The summer programs were very successful with 2,805 children signed up for the Summer Reading Program. Twenty-six story times with 1,697 kids and parents. Twenty-four school age programs with approximately 5,000 in attendance. Seven performers held two programs each with four of them filling the auditorium both times. A total of 1,000 Children returned reading logs to receive a free book.

Storytime starts again in September. Two new book clubs will be started, one for grades 1-3 and grades 4-6. Programs Read to Rover, The Bluebonnet Home School kickoff and a new Dr Seuss will start in September.

5. Review and Discuss June 2009 Library Statistics.

The Library Statistics for June were up over last year. Circulation is up and program attendance doubled over last year. There were 35,000 people who visited the library this month and 75,000 items checked out. The current year projections for materials circulated is 727,000, program attendance 26,000 and visitors 317,000.

6. Discuss Change in Procedures for In-House Holds.

The discussion regarding Procedures for In-House Holds was tabled for later discussion. There are currently no limits on holds. The library staff is reviewing possible changes to the policy.

7. Receive Update on the Public Art Project in the Library Courtyard.

Don and Jeff met Lori Smeby, Assistant Director of Parks and Recreation. The tentative date for the Public Art Project dedication is October 24, 2009. Installation will take two weeks. The ceremony will be held 11:00 a.m. to noon and will include the Welcome, Introduction, Dedication and a speech by the Sculptor. The Sculptor may visit local schools and community college for art discussions.

The Friends of the Library will hold the Chocolate Celebration, which is a major membership drive, from 2:00-4:00 in conjunction with Bach to Books. A private fundraising dinner will be held that night.

8. Receive Update on the Friends of the Library Endowment Fund.

The Friends have reserved the Senior Center for the October 24th fundraiser with plans for the Sculptor to attend and participate. The Friends have purchased a laptop and projector with grant money to support a presentation to various community groups. The Friends Endowment Fund is seeking funding to expand the library as bond funds do not meet all library needs during an expansion.

9. Receive Status Report on Proposed Library Security Policy.

The review has been postponed to the October meeting. Some issues have recently arisen that allow testing of the proposed security policy. The real-life tests will help determine if the policy is written correctly and will be successful as implemented.

10. Review Calendar Items:

August 4, 11, 18, 25	Monsters vs. Earth Movie Series, 7 p.m.
August 6	World War II Hero and Author James Megallas, 7 p.m.
August 8	“Street People” play, 7 p.m.
August 9	“Street People” play, 4 p.m.
August 17	Genre Book Club, 7 p.m.
August 20	Readable History Book Club, 7 p.m.
August 21	Library Closed for Staff In-Service Day

The Library Board reviewed the calendar items.

11. Adjourn

MOTION: Upon a motion made by Board Member, Donna Drews Vanous and a second by Board Member Donald Wing, the Board voted five (6) for and none (0) opposed to adjourn at 8:34 p.m. The motion carried.

These minutes approved on the 6th day of October, 2009.

APPROVED:

CHAIR PERSON

ATTEST:

SECRETARY

BY-LAWS

ALLEN PUBLIC LIBRARY BOARD

ARTICLE I

Name

As authorized by the City Charter, City of Allen, Texas, and City Ordinance No. 418-11-82, this body shall be known as the Allen Public Library Board.

ARTICLE II

Meetings

- Section 1. The regular meeting of the Library Board shall be held on the first Tuesday of every month at 7:30 P.M., in the Library or at such other time and place the Board may determine.
- Section 2. Special meetings may be called by the Chairperson or at the call of any two members of the Board, provided that notice thereof be given to all Board members.
- Section 3. A majority of the members shall constitute a quorum at all meetings of the Board.
- Section 4. All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the Chairperson.
- Section 5. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.
- Section 6. Robert's Rules of Order, Newly Revised, shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chairperson, The Vice-Chairperson shall become the Chairperson for the unexpired portion of the term.
- (b) Vacancies in offices other than Chairperson shall be filled for the unexpired term by special election.

Section 4. Duties of the officers shall be as follows:

- (a) Chairperson:
 - (i) Preside at all meetings.
 - (ii) Represent the Library Board at public functions.
 - (iii) Appoint special committees.
 - (iv) Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board Member will be included.
- (b) Vice-Chairperson:
 - (i) Assist the Chairperson in directing the affairs of the Board and act in the Chair's absence.
- (c) Secretary:
 - (i) Be responsible for the accuracy of the minutes of the Board meeting, and bring any correction to the attention of the Board at its next meeting. The Secretary shall sign the approved minutes and file in Record Book.

ARTICLE IV

Committees

Section 1. Committees may be appointed for special purposes by the Chairperson and with the consent of the majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of assignment.

ARTICLE V

Powers and Duties of Board Members

Section 1. Board Members shall:

- (a) Abide by applicable ordinances of the City of Allen.
- (b) Act in an advisory capacity to the City Council, City Manager, and Library Director.
- (c) Recommend policies to govern the operation and program of the Library.
- (d) Assist in planning and give guidance for expansion of library facilities.
- (e) Assist in interpreting the policies and functions of the Library Department to the public.
- (f) Encourage in every possible way the development and advancement of the public library.

ARTICLE VI

Amendments

Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would then be subject to approval by City Council.

