



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES

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MEETING

LANCASTER VETERANS MEMORIAL LIBRARY ADVISORY BOARD

Thursday, November 19, 2015, 6:30 p.m.

MINUTES

The Members of the Lancaster Veterans Memorial Library Advisory Board met Thursday, November 19, 2015 at 6:30 p.m. at the Lancaster Veterans Memorial Library (Conference Room), 1600 Veterans Memorial Parkway, Lancaster, TX 75134.

Lancaster Veterans Memorial Library Advisory Board Members Present: Quinnest R. Banks, Anne Ordone, Sonja L. Shipp, and Angela McCowan

Lancaster Veterans Memorial Library Advisory Board Members Absent: Carolyn L. DeLoach, Marcus Slaughter, and Tiffany Devereaux

City Staff Present: Sean Johnson, Managing Director; Raquel Hewitt, Library Manager; and Cynthia D. Williams, Administrative Secretary

I. Call to Order

Lancaster Veterans Memorial Library Advisory Board Vice-Chair Quinnest Banks called the Lancaster Veterans Memorial Library Advisory Board Meeting to order at 6:34 p.m.

II. Consider Approval of Meeting Minutes (August 10, 2015)

Ms. Ordone made a motion seconded by Ms. McCowan to approve the minutes of August 10, 2015 of the Lancaster Veterans Memorial Library Advisory Board as written. The motion carried unanimously.

III. Election of Officers - Sean Johnson, Managing Director

Mr. Johnson reported that annually we are to elect the Officers of the Library Advisory Board. However, because we do not have a full board, if it is the Board's pleasure we table elections until our next scheduled meeting.

Mr. Banks made a motion seconded by Mrs. Ordone to table the elections until our next scheduled meeting. The motion carried unanimously.

IV. Book Memorial Policy Review – Sean Johnson, Managing Director

Mr. Johnson reported that Staff placed our Book Memorial Policy in the Packet tonight. We are looking to implement this Policy moving forward. This is a minor modification from the previous Book Memorial Gift Policy we had. We have had some questions in the past, and we do not have very many people that donate books. However, we want to make certain that we have a very clear transparent process on how that takes place. We also want to get the Board's input on this draft process.

There was further questions/discussion.

Mrs. Ordone made a motion seconded by Ms. McCowan to accept the Lancaster Veterans Memorial Library Book Memorial Policy as presented. The motion carried unanimously.

V. Grant Updates – Raquel Hewitt, Library Manager

Mrs. Hewitt reported that Staff closed out the two Grants; The Co-op Grant and the Impact Grant. We were able to purchase close to 800 e and audio books. We will continue to add on to that. Moving forward, each spring and summer we will be able to continue those AV Media classes with LISD. We have tablets, which we are able to transport to the Senior Life Center to utilize them to teach the seniors how to download information, etc. We did receive an \$18,000 Hancher Grant for the AWE computers. Currently, we have all the computers in now. We have also purchased two English and two bilingual computers.

There was further questions/discussion.

VI. Geek the Library Campaign – Raquel Hewitt, Library Manager

Mrs. Hewitt gave an update on the status of the Geek the Library Campaign.

There was further questions/discussion.

VII. FY 2015 Annual Statistics Report – Raquel Hewitt, Library Manager

Staff distributed copies of the FY 2015 Annual Statistics. Mrs. Hewitt reported that Staff keeps these statistics as a requirement for Annual Reporting to retain State Library Accreditation.

There was further questions/discussion.

VIII. FY 2016 Annual Special Event Calendar Review – Sean Johnson, Managing Director

Mr. Johnson presented the FY 2016 Annual Special Event Calendar to the Library Advisory Board giving specific details about the major special events and Best Southwest co-sponsored events.

There was further questions/discussion.

IX. Set Date and Agenda of Next Meeting

Mr. Johnson reported that annually the Parks and Recreation Advisory Board take a tour of all of our parks. The purpose of this tour is to give the City Council and the Advisory Board first hand knowledge of the parks and the improvements planned or needed at each of the parks. He extended an invitation for the Library Advisory Board to join us for the Tour on Saturday, December 12, 2015 at 9:00 a.m. Staff will also invite the Civic Leadership Academy members. This will be a traveling meeting.

- **Next Meeting Date:** January 21, 2016, 6:30 p.m.
- **Meeting Agenda:**
 - Election of Officers
 - Friends of the Library Annual Book Sale Update

X. Adjournment

Ms. McCowan made a motion seconded by Mrs. Shipp to adjourn. All present approved and the meeting adjourned at 7:21 p.m.

ATTEST:



Cynthia D. Williams, Administrative Secretary

APPROVED:



Quinnest Banks, Vice-Chair
Lancaster Veterans Memorial Library Advisory Board