**The Library Board - Kyle Public Library**

**Minutes of the Meeting Held on February 11, 2016**

The regularly scheduled meeting of the City of Kyle Public Library Board was held on Thursday, February 11, 2016, in the Director’s Office at the Library, 550 Scott Street, Kyle, Texas.

**All Board Members were present:**

Anita Perez, Chairperson Elizabeth Corey

C. Matthew Bonhamgregory Esperanza Orosco

Lourdes Cervantes Kathy Ryan

**The following Library representatives were present:**

Paul Phelan, Director

Ayne Ray, Librarian

**Guest:**

Shane Arabie, Kyle City Council Member

The meeting was called to order by Anita Perez.

**Public Hearing**

No comments.

**Consent Item**

1. Approve minutes of January 14, 2016 meeting

* Kathy moved to approve the minutes, Lourdes seconded the motion, and the minutes were approved unanimously.

**New Business**

* + - 1. Introduce New Kyle Library Director, Paul Phelan
* Paul spoke briefly about his career and his vision for the Library.

1. Library Board Vacancy
   * Board members will contact individuals who may be interested.

*(Agenda Items 3 and 4 were discussed in reverse order.)*

1. Update City Council - Annual Report, Spring events, and Future Goals

* The Board and the Director agreed that Library representatives should periodically present updates on Library business to the City Council so that they are aware of our projects, goals, accomplishments, programs, outreach efforts and special events.
* This will show that the Library contributes to the quality of life of the community, help them understand our budget challenges, and demonstrate that the Board is committed to its success.
* Paul will speak with Jerry Hendrix, and with his approval will approach City Council to see if they are interested.
* Paul will give the first presentation; the earliest we will be able to get on the agenda is late March.

1. Library website - include information (e.g., Staff Directory, Annual Report, Partnerships, Board Members & Responsibilities, Networking and Links, Monthly Statistics)

* The Library’s website has less information on its activities than other City departments.
* Ideas for additional content to assist patrons:
  + Staff contact information, who to contact for various types of information
  + How to reserve a room
  + Biography and photo of our Director
  + Library facts, including select information from statistical reports, to illustrate the range of activities and the rate of the Library’s growth

**Continued Business**

1. Texas Book Festival grant
   * Lourdes, Anita and Esperanza prepared the application.
   * Awards will be made in April.
2. Event for Spring - Día Celebration update
   * The event will be held on April 30, 2016, from 1:00 – 3:30 p.m.
   * The Board reviewed the agenda, which includes a performance by a storyteller, Make ‘n’ Take stations, karaoke, snow cones and cookies, and a mariachi band.
   * Children will be able to choose two free books, which were donated by HEB.
   * We are focused on obtaining support from local businesses.
   * We will contact Leata to find out how to apply for additional support from HEB.
   * Matthew suggested that we establish a relationship with the Kyle Walmart.
   * Paul has substantial fundraising experience; he is interested in securing a title sponsor to partner with the Library and the Friends of the Library.
   * Readers’ theater: children perform the author’s work.
   * Next year we need to do something for Dr. Suess.
   * Dual language puppetry
   * Matthew wants to invite the mariachi bands from Simon Middle School and Wallace Middle School to perform.
   * We should advertise in public locations; find out if HEB has a place where we can post advertisements.
   * Matthew suggested a contest for the poster.
   * Contacts for this would be school librarians.
3. Bookmobile update
   * Ayne reviewed the new PowerPoint slides, which show why we need the bookmobile, the benefits to the community, and the startup and ongoing cost estimates.
   * One option is to start with a smaller vehicle while we work out the best plan for a bookmobile. Ayne looked into purchasing a golf cart, and found that they are very expensive. She presented information on two types of bookmobile bikes, both priced at around $3,000.
   * The City budget process starts in March.
   * We may be able to have a corporate title sponsor, or several of them.
4. Rotary Club of Kyle

* Michael McKie, Superintendent of Hays ISD, is interested in working with us through the Rotary; Paul will contact him.

1. Suggestion box
   * No suggestions this month.
   * Paul will check on whether we need to order a new box.

**Announcements, Informational Items and Next Meeting**

* + - 1. Director’s report
      2. December 2015 and January 2016 Statistics
* Paul noted the increase in circulation, and a small decrease in internet use.
* He is considering some improvements to the foyer, including:
  + a rotating art collection that multiple City departments will share
  + a wall-mounted television; broadcasts could include promotional spots for the City and the Library
  + coffee service, which could eventually be expanded to include baked goods
* He is also interested in making some changes to the children’s area.
  + - 1. Friends of the Library
         * Kathy indicated that several on the staff of the Library Thrift Store were provided salary increases that were more in line with a living wage.
         * Twelve pavers were purchased, and will be delivered in a few weeks.
         * Kathy will email the Friends Board to obtain approval for supporting the coffee service.
         * Board members will send Paul their ideas for supplies for the coffee service.
         * Kathy’s daughter, who works for Facebook, will help us with marketing projects.
         * Ideas for communication and outreach include:

Expanding the newsletter

Texts to patrons

Home Owners Associations

Churches

Hays Free Press

Community Impact newspaper, a free newspaper that is delivered to all Kyle, Buda and San Marcos residents

* + - * + We have 362 Likes on Facebook.
      1. Next meeting: March 10, 2016 at 7:00 p.m.

Adjournment: Kathy moved that the meeting be adjourned, Lourdes seconded the motion, and the meeting was adjourned at 8:50 p.m.

***Minutes submitted by Elizabeth Corey, Secretary.***