

Kyle Public Library Board
Minutes of the Meeting Held on June 9, 2016

The regularly scheduled meeting of the City of Kyle Public Library Board was held on Thursday, June 9, 2016, in the Director's office at the Library, 550 Scott Street, Kyle, Texas.

The following Board Members were present:

Dr. Anita Perez, Chairperson
Lourdes Cervantes
Elizabeth Corey
Kathy Ryan
Brandon Vasquez

Esperanza Orosco was absent.

Library Representative:

Paul Phelan, Director

The meeting was called to order by Anita Perez at 6:30 p.m.

Public hearing

There were no members of the public present.

Consent items

1. Approve minutes of May 12, 2016 meeting
 - Kathy Ryan moved that the minutes be approved as written. The motion was seconded by Lourdes Cervantes. The minutes were approved by unanimous vote.

New Business

1. Develop goals for fiscal year 2016 – 2017
 - Paul Phelan asked the Board to create a prioritized list of goals and projects and costs for the coming fiscal year.
 - Goals and projects were identified as follows:
 - A. **Obtain Spanish translation services** – the City does not have a professional translator on staff. The Library is trying to post most of its signage and marketing materials in Spanish and English. The Library's goal is to produce professional marketing materials, written in both Spanish and English, and market its services to the entire community. Estimate: \$3,000.
 - B. **Develop a multi-media marketing and communications plan**

C. **Develop and enhance the Library's bilingual footprint** – signage, collection, display of new titles, marketing materials

D. **Expand services to the East side of Kyle**

E. **Host four seasonal significant events for the community each year** – increase circulation, increase participation in events, increase the number of library cards

F. **Outdoor property enhancements**

1. Seating in pavilion
2. Outdoor garden and reading room in the back area along the fence
 - Play area for children, butterfly garden
 - Construct in phases – basics/foundation first, then add enhancements, art
2. Communication with Kyle City Council and Community
 - Council members have expressed interest in our activities – we need to make a plan to address this.
3. Spanish Translation Services (taken out of order; addressed during goals discussion)
4. Propose amendment to Ordinance 358 governing library advisory board
 - The group agreed that there should always be at least one Board Member who represents the Friends of the Library. This member may either be an actual member of the Friends, or a non-member that the group designates as its representative.
 - When the Board membership does not include a representative of the Friends, the Friends will recommend appointment of a prospective representative, and the Board will provide the recommendation to City Council

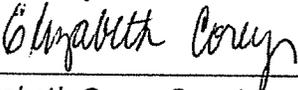
Continued Business

1. 2016 – 2017 Budget update
 - Reviewed revenue/expense report October 1, 2015 through March 31, 2016
 - Budget revisions:
 - add \$5,000 to programs
 - add \$3,000 for Spanish translation
 - add \$5,000 for Spanish books
 - add \$2,000 for outdoor seating
2. Update on available positions or new hires
 - Hiring process is nearly complete for one half-time and one full-time employee.
3. Update on Board vacancy
 - The Board reviewed recent applications

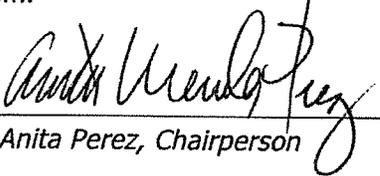
Announcements, Informational Items and Next Meeting

1. Director's Report
2. May 2016 statistics
(taken together)
 - Paul indicated that the monthly statistics continue to be very favorable in general, especially with regard to collections.
 - He will check on the number of website hits.
3. Friends of the Library Report
 - The new artwork has been received and displayed. It was selected by the Library staff.
4. Next meeting
 - The next meeting will be held on July 14, 2016, at 6:30 p.m.

Kathy Ryan moved that the meeting be adjourned, Elizabeth Corey seconded the motion, and the Board unanimously agreed to adjourn at 8:40 p.m.



Elizabeth Corey, Secretary



Anita Perez, Chairperson