



City of Kyle, Texas

Kyle Public Library Advisory Board

Meeting Date: 7/6/2023
Meeting Time: 6:00 PM

Board Members Present: S. Copeland, M. Harrell, M. Landrum, J. Robinson, G. Rocha, C. Thompson, & J. Torres

City Council Members Present: none

Library Staff Present: C. Tierney

Citizens Present: none

Call to Order: The meeting was called to order by S. Copeland at 6:00 pm.

Citizen Comments: none

Consent Items

1. Approval of June 8, 2023 minutes
 - A motion to approve with no amendments or corrections was made by J. Torres and seconded by G. Rocha with unanimous approval.

New Business

1. Discussion of Library Board Report provided to City Council on 6/18/23.
 - M. Landrum shared that the report went well and mentioned that one council member hoped to see more publicity of library programs. C. Tierney noted that many programs are reaching capacity, which should be considered in conjunction with any new marketing initiatives, while agreeing that there may be ways to enhance publicity further and ensure that all populations are being reached, especially in terms of paper versus digital promotions. M. Landrum will take the lead on creating a marketing ideas document which will be shared with the new Assistant Director upon hire.
2. Consideration and possible action on the Library Card Policy - Subcommittee Report.
 - J. Torres provided an overview of the drafted Library Card Policy.
 - The board discussed terminology in the policy, including *patron*, agreeing that it is important to define *patron* as a term separate from *library card holder*.
 - C. Tierney will research other points of discussion regarding the policy, including 1) the rationale for requiring proof of address in addition to a license, 2) the time periods for card expirations, 3) the number of current restricted library cards, and 4) the number of items that can be borrowed via TexShare.
 - A motion to table the policy discussion was made by J. Torres and seconded by G. Rocha with unanimous approval.
3. Consideration and possible action on the Circulation Policy - Subcommittee Report.
 - C. Thompson provided an overview of the drafted Circulation Policy.
 - The board discussed potential revisions. The subcommittee will revise the policy (including adding a chart outlining fines, limits, and circulation periods) before the next meeting.
 - C. Tierney will discuss the circulation period length with staff.
 - A motion to table the policy discussion was made by C. Thompson and seconded by G. Rocha with unanimous approval.
4. Consideration and possible action for additional assignment of policies for subcommittee review.
 - The board will continue working on the current policies under consideration before additional assignments are made.

Continued Business

1. Consideration and possible action on the Interlibrary Loan Policy.
 - A motion to approve with no amendments or corrections was made by C. Thompson and seconded by J. Torres with unanimous approval.
2. Consideration and possible action on the Collection Development Policy.
 - A motion to approve with no amendments or corrections was made by G. Rocha and seconded by C. Thompson with unanimous approval.
3. Library Director's Report.
 - C. Tierney reported significant increases in circulation, program attendance, and Summer Reading Program participation. The library is conducting interviews for a new Assistant Director and has a strong candidate pool.
4. Friends of the Kyle Library Report.
 - No report was provided.

Announcements, Informational Items, and Next Meeting

1. The next meeting of the Library Board will be on Thursday, August 10, 2023 at 7 pm.
 - a. C. Tierney will share what she has learned regarding points of policy discussion outlined above.
 - b. Subcommittees for the Circulation Policy, Library Card Policy, and Glossary will make revisions as needed per the suggestions outlined above.
 - c. C. Tierney will post newly approved policies on the library website.

Meeting Adjourned

- Meeting adjourned at 8:10 pm.

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council member in attendance.



Spencer Copeland, Chair



~~Jessica Robinson, Secretary~~
Mary Landrum, Vice Chair