



City of Kyle, Texas
Kyle Public Library Board

Meeting Date: 10/12/2023
Meeting Time: 7:00 PM

Board Members Present: S. Copeland, M. Harrell, M. Landrum, C. Thompson, and J. Torres

City Council Members Present: none

Library Staff Present: C. Tierney and J. McCart

Call to Order: The meeting was called to order by S. Copeland at 7:03 p.m.

Citizen Comments: none

Consent Items

1. Approval of September 14, 2023 minutes.
 - A motion to approve the September minutes was made by S. Copeland and seconded by M. Landrum with unanimous approval.

New Business

1. Selection of officers for the Library Board.

Chair: S. Copeland volunteered, all in favor.

Vice Chair: C. Thompson was nominated by M. Harrell and accepted with all in favor. Secretary: M. Harrell volunteered after no others volunteered, with all in favor.

2. Consideration and possible action on the TexShare policy.
 - C. Tierney shared the revised policy and the TX State Library and Archives Commission's (TSLAC) TexShare card information printed from the website. The Library policy syncs with TSLAC. C. Tierney discussed improving clarity on the policy and staff practices. Edits and changes were made during the discussion.
 - S. Copeland proposed tabling this policy for a future meeting. C. Thompson seconds with all in favor.
 - Policies completed will be brought to the city council for final approval.

Continued Business

1. Additional marketing ideas for Library events and activities.
 - M. Landrum, working with C. Tierney and J. McCart, presented a chart on Pre and post-COVID numbers to help identify what was successful in activities, age groups, and other services. After this analysis, a strategy can be developed to target marketing campaigns.

- C. Tierney and staff are focusing on programming and activities centered on the mission of educational, informational, cultural, and inspirational needs. The current numbers show that a strong need exists to get patrons to visit the Library.
- 2. Consideration and possible action on the Circulation Policy.
 - C. Tierney looked at what had to be there and condensed it to three pages. Reviewed other policies and what Christina and Morgan found.
 - C. Tierney located the City Style Guide to use for the policies and procedures and will work with Communications to update the website.
 - Discussed and made edits to policy. C. Spencer motioned to table, second by M. Landrum, and all in favor.
- 3. Library Director's Report.
 - C. Tierney shared library updates. Library budget passed. The city will give merit increases between 4 and 7 percent for Library staff. Posting for Outreach Librarian position. Painting and carpeting will be updated with adding sound panels and shelving reconfigurations. Bookmobile, financed by Friends of Kyle Library, is moving forward. Surveys will be given for the Tuesday night wellness classes. Fiesta was successful. Book sale is scheduled for November 18, and help is needed to set up. The next policy to review is the Community Room Policy.
- 4. Friends of the Kyle Library Report.
 - C. Tierney shared on behalf of the Friends that sales and donations are down.

Announcements, Informational Items, and Next Meeting

1. The next meeting will be on Thursday, November 9, 2023 at 7:00 p.m.

Meeting Adjourned

- A motion to adjourn was made by S. Copeland and seconded by M. Landrum with all in favor. The meeting was adjourned at 8:21 p.m.

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


Morgan Harrell, Secretary