



**CITY OF WHITEWRIGHT**  
**Public Library Quarterly Meeting**  
**January 12, 2021**  
**MINUTES**

**I) Call meeting to Order and Establish a Quorum**

Meeting called to order at 5:08 p.m. by Chair Rod Earnheart.

**Members Present:** Bart Bodine, Jeanie Coleman (via Zoom teleconference), Rod Earnheart, Stefan Kells, Jeanne Tykowski

**Others Present:** Chris Ely

**II) Action Items**

**1. Approval of Minutes of October 13, 2020**

Motion made by Jeanne Tykowski to approve minutes, seconded by Stefan Kells, motion carried.

**2. Consider and approve advisory board officers**

Motion made to accept current officers for another 3-year term made by Bart Bodine, seconded by Stefan Kells, motion carried. Officers are: Chair Rod Earnheart, Vice-Chair Mike Holloway, Secretary Jeanie Coleman.

**III) Information Reports**

**1. Advisory Board and Director Concerns**

Rod Earnheart asked about receiving donations for the book sale at this time. Chris Ely advised that storage space is limited, and would prefer not to receive donation of more than a couple of boxes each at this time.

Chris Ely asked for advice on how to handle outstanding fines for expired accounts. Staff have been purging expired accounts with fines under \$10, but there are several accounts that expired 10+ years ago but have a fine greater than \$10. If assessed today, the fines would not have been as high due to automatic renewals and changes to the maximum fine per item. The board advised staff to use their judgment based on knowledge of each account to purge accounts with fines, but accounts with charges for lost materials should not be purged.

**2. Financial and Statistical Reports**

Chris Ely noted we have received our funds from Grayson County.

Slightly over a quarter of the budget for print books has been spent, which is on track for the year. \$300 out of the \$600 budgeted to spend on DVDs was set aside for Black Friday sales. Due to COVID-19 disrupting movie releases, not many were on sale, and funds were left over for that purchase order. Jeanne Tykowski asked about the possibility of offering streaming videos during this time. Overdrive currently offers some videos to our patrons, but most libraries are offering Hoopla to provide streaming video. Chris Ely did not have the exact cost, but it's a flat fee, along with a fee for each video view by patrons. It was decided not to pursue at this time.

The stats for 2019-20 and for 2020-21 were reviewed to note the effect COVID-19 has had on the library, especially patron visits and checkouts of physical media. The state library has opened the online portal for the 2020 annual report, and has changed some of the rules to allow for the disruption to the numbers, as well as added three pages of statistics regarding how the library has responded to COVID-19. Of note, digital checkouts have increased, and is almost equal to physical checkouts in recent months.

3. *Director's Report*


Chris Ely gave a brief summary of issues affecting the library. Due to the COVID-19 pandemic, door count is down, the meeting room cannot be used, and no programs can be done in person. We will continue virtual programming, and hope to be able to provide some in-person programming by Summer 2021. An outdoor "Touch a Truck" program is one possibility. We hope to be able to have our book sale by Fall 2021.

Another issue with our meeting room is there's currently no heat. The system for that room and the back section of the library proper hasn't worked in years, but we could leech heat from the library's HVAC as well as the one in the auditorium/EMS department. With the auditorium system currently down, the library system is unable to do much to warm the room. We'll be keeping an eye on what happens with the EMS HVAC to see what needs to be done for our meeting room.

The City has also discussed roof repairs for the entire building, with eventual work to remediate mold issues.

Ely is also working on a new website for the City in her role as Digital Media Manager. The library will still have its own website, but will also have a presence on the new site. Once complete, it should lessen the time required to maintain, which should reduce any conflicts for the director's time.

IV) **Meeting adjourned at 5:40 p.m.**

  
Jeanie Coleman  
Secretary, Library Advisory Board

4-22-21  
Date