



**CITY OF WHITEWRIGHT**  
**Public Library Quarterly Meeting**  
**October 8, 2019**

**MINUTES**

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

Meeting called to order at 5:04 p.m. by Vice Chair Mike Holloway.

**Members Present:** Bart Bodine, Jeanie Coleman, Mike Holloway, and Jeanne Tykoski.

**Others Present:** Chris Ely

**II) Action Items**

**1. Approval of Minutes of July 9, 2019**

Motion made by Bart Bodine to approve minutes, seconded by Jeanie Coleman, motion carried.

**III) Information Reports**

**1. Advisory Board and Director Concerns**

Chris Ely advised the board all employees recently completed an employee review. The Mayor recommended and the city council approved a \$3/hour raise for the Library Director's position.

Ely also mentioned testing out "binge boxes" for DVDs. Older DVD titles are being repackaged together, usually with a theme such as Westerns, comedies, or Christmas. There are also binge boxes aimed at children. This allows the library to use older donated titles and weeded titles to create something new, and lets patrons get multiple titles under one checkout.

**2. Financial and Statistical Reports**

The report received from City Hall covered all of FY2018-19. Of note was income and expense for the library's vending machine. Income was \$2,324, expenses were \$1,424.89, for a profit of \$899.11. The library plans to use a portion of the proceeds to allow our teen regulars to select an item to add to the collection.

The book sale brought in \$1,775, but this involved a two-day sale in November followed by a one-day sale in December on the same day as the Christmas Parade. \$700 in memorial donations were received, primarily in memory of Louisa Martin.

Other than some overage in salaries and benefits which are outside the library's control, the only expense out of range was for the library's security system. This is due to the installation of an exterior cellular tower to communicate with the security company, and is a one-time expense.

For July – September 2019, 2,784 (928 avg.) visited the library, with a total of 132 new cards issued. 5,467 (1,822 avg.) items were checked out, with an additional 1,416 (472 avg.) items were checked out from the digital library. A total of \$85.45 was earned from Amazon referral fees.

**3. Director's Report**

**a. Summer Reading Program report**

We had a total of 218 people attend SRP programs, and an additional 503 attend movie screenings at The Odeum, for a total of 721 attendees.

This year's sponsorship by Sonic allowed us to have two bounce houses, and Legend Bank also provided a snow cone stand free of charge on the same day. We had attendees sign thank you cards that were sent to all of our program guests and sponsors.

b. *Book Sale*

The date is now set for November 1<sup>st</sup> and 2<sup>nd</sup>. The former Hubbard's Hardware is unavailable this year, so we will be using the City's facilities at 111 W Grand.

Public Works will be able to assist with moving tables, boxes, etc. to 111 before the sale, and volunteers will sort and pack up items at the end. There will be a council meeting on the following Tuesday, so we have to have 111 cleared by that time. The back room of the Chamber (113) is available for storage. Goodwill will pick up materials, but we are considering holding on to a few boxes to do a mini-sale on the day of the Christmas parade.

c. *TNMP Power Grant*

We are applying for a grant from Texas-New Mexico Power to improve the Community Room. New flooring is a priority, and we're looking at waterproof laminate wood flooring with underlay designed to reduce noise.

We want to replace our current two storage cabinets with a single unit, and paint the walls, trim, and doors. We also want to replace the water fountains in the hallway with a Bi-Level ADA compliant one that includes a bottle filling station.

Notification is in November.

d. *Tocker Grant*


Tocker isn't due until January, but we're considering additional work on the Community Room. We'd like to replace the accordion doors with solid walls with a door into the "dining room" area, replace the double doors, lights, etc. If we do not receive funding from the TNMP Power Grant, we can carry over those items to the Tocker application.

e. *Code Club Grant*

The Institute of Museum and Library Services is funding a grant to deliver all the resources necessary to run a code club in small and rural libraries. Those resources include one-on-one training sessions, code club software, Ozobot and Sphero robots, and ongoing coaching and support. 50 libraries will be selected to participate in this grant.

A code club is an informal program that takes place at a library where kids ages 8-18 learn computer programming skills.

IV) **Meeting adjourned at 6:00 p.m.**

  
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Jeanie Coleman  
Secretary, Library Advisory Board

1-30-20  
Date