

Collegedale Public Library

Board Meeting

Thursday April 11, 2024

Members present: Stan Cottrell, Chris Dortch, Christina Henderson, Karon Powell, Jennifer Mullins, and Kevin Kibble (Chair)

Also present: Katie Lamb (City Commissioner) Regina Mullins (Library Director) and Sarah Richardson (Assistant Library Director)

Approval of Minutes: Minutes from January 9, 2024 board meeting were reviewed and approved via unanimous vote

Friends of Collegedale Library Report (FOCPL):

Sarah presented the FOCPL report which highlighted:

- Friends had a Christmas appreciation for the Library staff including \$40 gift cards
- Friends have put together a Local Author Series for 2024 that includes 6 local authors. The local author events are scheduled from February through September of this year.
- Friends saw 11 members sign up in the past quarter
 - 8 renewal and 3 new
- Book sale is scheduled from May 27-June 8

Quarterly Library Report:

Regina presented the quarterly library report which included the following:

- *Statistics at a Glance:*
 - 36,860 materials in physical circulation from January to March 2024
 - 13,646 materials in electronic circulation from January to March 2024
 - 103 library programs executed from January to March 2024
 - 1,587 attendance for programs held between January to March 2024
 - 15,723 library visits occurred between January to March 2024
 - 1,113 computer usages from January to March 2024
- *Highlights:*
 - *Event snapshots*
 - Revamp of the 1,000 Books Before Kindergarten program using caterpillars to show growth for every 100 books reported.
 - STEM team organized a program for the excavation of dinosaur fossil eggs and made salt dough fossil cookies.

- *Highlighting Library Staff including:*
 - Re-organization of Young Adult, Adult audiobooks, and magazines for better flow and accessibility as well as the creation of a new space for Spanish and bilingual books by Sarah, our Assistant Director.
 - Monthly counting jar activity, which had over 300 participants, was organized and managed by Laura, our Adult Services Associate.
 - Reorganization of our easy reader section, shifting and relocation of oversized books and Wonder books by Zoe, our Circulation Associate.
 - Identification where our collection needs development or updating by Amanda, our Circulation Associate.
 - Weeding of our collection in preparation for the Friend of the Library sale by Nick, our Circulation Associate.
 - Weeding is tracked using a software/technology called Library IQ. The technology identifies statistics on the books in the circulation and highlights when they are eligible for removal from the collection.
 - Fiction- eligible if the book has not been requested or loaned in 2 years.
 - Non-fiction- eligibility differs from fiction allowing longer in the collection before removing.
 - Technology also tracks if the collection is complete enough to support demand and if a book is considered D.O.A. (no interest from patrons). The team is able to review a monthly analysis of statistics.
 - Additional feedback regarding expansion. Expansion budget was not approved has instead shifted to a renovation of the library. Construction plans to address demand but will keep the same blueprint. Library is expected to be closed during construction but team reviewing options for continuing programming during this time.
 - Non-resident cards remain at 50% of fee. This has seen an increase in requests for cards.

Collegedale Commission Report

- Budget discussions ongoing. Was not able to get the full funding requested.
- Currently leaving non-resident cards at 50% of fee but reviewing with hope to get to 0 dollars.
 - Citizens against dropping fee for non-resident cards spoke out at the last city meeting. They have also questioned if the library is charging a fee for the programs and activities they are hosting.
- City approved a new parking lot for access to the Little Debbie park to address safety concerns with patrons crossing the road. The McKee family granted additional property for the city to use for the new parking lot.
- City reviewed a proposal from the university to combine the City Christmas parade with the university's tree lighting. A sub-committee has been tasked with reviewing. There is no change to the current Christmas in Collegedale event that takes place at the Commons.

- New greenway approved.

Procedures regarding Guest Speakers

As a group the board discussed the current procedures of the FOCL and the Library when requests are received by authors or others in the community to speak at the Library.

FOCL procedure:

- Members of the FOCL will read the book written by the local author for which they have received a request to present at the library.
- Members of the FOCL will research/review the background of the author
- Sub-committee of the FOCL meet to review and discuss the books requested and their thoughts after reading the book. They will make recommendations to which authors they approve for presenting/including in their Local Author series.

Library Process:

- Library staff receive requests in person from local citizens to present, talk, or share information at the library. Staff request that the citizen email the librarian their formal request along with their name, references, and an outline of what is to be presented.
- Librarian responds requesting additional information if necessary otherwise reviews the request.

Group Discussion:

Group unanimously agreed to affirm the current process in place. Process addresses background, reason for request, and overall vetting before approving guest speaker.

By Laws of the Colgedale Public Library Review (Part 4)

Group reviewed Article 5 Certification. This closes out the review of the By Laws. The group has reviewed all articles of the by laws.

New Business

None

Adjourned: 8:00pm

Next meeting July 9th, 2024 7:00pm