

The Harold D. Cooley Library Advisory Board for the Town of Nashville held an Advisory Board Meeting on Thursday, March 14, 2019 at 5:00 pm in the conference room at the Harold. D. Cooley Library.

Members Present: Chair-Nell Laraway, Vice Chair-Carrie Lee Conrad, Timothy Yauch, Inez Perry, and Ekaterina Belaya-Sykes. Absent: Vurnetta Taylor, Joyce Richardson, & Council Member Liaison Charles Taylor. Staff Present: Emily Enderle-Library Director, and Tesa Silver-Deputy Town Clerk & Personnel Technician.

1. Ms. Laraway called the meeting to order at 5:06 p.m. Ms. Laraway welcomed Mrs. Ekaterina Belaya-Sykes to the Library Board. Ms. Laraway asked all board members to send her any updated contact information so the contact information list can be updated and distributed to everyone. Joyce Richardson arrived at 5:08 p.m.
2. Minutes
 - a. Ms. Laraway stated that they needed to approve minutes for meetings held on Thursday, August 16, 2018 and Thursday, November 15, 2018. Ms. Laraway made the motion to approve the minutes as written for the regularly scheduled meetings held on Thursday, August 16, 2018 and Thursday, November 15, 2018, seconded by Ms. Conrad. Ms. Laraway called for a vote, the motion was unanimously passed (6-0). Vurentta Taylor arrived at 5:10 p.m.
3. Librarian Report -Mrs. Enderle provided the Board with the following Director's report:
 1. Town Training and Cardinal Training
 2. Rebarcoding
 3. Inventory
 4. New Computer Lab, submitting reimbursement for grant money soon
 5. Should be starting to purchase ebooks soon through Overdrive
 6. Cardinal changes
 - Lost overdue notice letter
 - Max fines per item are capped at the value of the item. So if a book is overdue and it cost us 3.99, then the max overdue fines will be 3.99. Also, when an item is marked lost, the overdue fines are voided. If the lost item is returned, the lost fee should automatically be voided. However, they will be charged the applicable overdue fee.
 - phone numbers as pin
 - patrons renewing online, dvds and games renewable
 - Teens can now have ten items and 2 dvds
 - Hold limits will be 10 dvds so our dvd limit will be rising to 10 instead of 2
 - Will also need to check for library card applications a few times per week (applications are deleted if not dealt with within 7 days)
 - Patrons can get text notices but we will need to know their carrier
 - We will need to start keeping holds on shelf for seven days. This is consortium wide.
 - If a patron opts in to have his/her Circulation history tracked then they will also have a choice to Tag Circulated Items in Results. This means that if they are logged in when they are searching, items they've checked out before will be highlighted
 - Should be a KPAC on our Cardinal OPAC page
 - Reminder that next Monday to Wednesday, we can only checkout. No holds, no returns, nothing.
 - No inter-library loans from Mar 18-Apr 23, patrons can still physically go to other local libraries and check out but if they have old cards, they will need a new card to check out.

7. April events will remain low in number but we will be doing an Avengers movie ticket drawing and working event for One Book program. Believe we are doing a Sensory Storytime in honor of Autism Awareness Day.
8. Movies/TV Shows Based on Books display for April
9. New programs like Bad Art Night, Button Craft, and Cupcake Decorating were very popular
10. Summer Reading Program- Universe of Stories is theme
11. Fine Free SRP pilot program
12. In last 24 years, we have had over 9000 lost books which were worth roughly \$110,000. We were able to collect just over \$5000 worth of that over the course of 24 years. This is an average of \$208/year.
13. Current amount owed to Cooley: \$19,524.96. Of that, \$15,344.66 is from lost items. The problem is not the overdues- the problem is that items are not being returned at all. Research has shown that if we can contact the overdue patrons fairly quickly after the item goes overdue then there is a higher chance that the items will come back. Cardinal notices should help with that. We've also requested that three of our part-time positions be allowed to transition into full-time, for various reasons but one of them is so that we will have time for a staff member to call overdues each week.
14. Policies and Procedures Handbook Update in prep for LAB meeting
15. My last day announcement (10/04/19)

Extra data: In the last 24 years, we have had 96,000 items go overdue with charges totaling \$79,000. We have been able to collect roughly \$50,000 which translates to an average of just over \$2000/per year in overdue collections.

Ms. Laraway asked now that we have the Cardinal system if a person has overdue notices and fines here will they be able to go to another Cardinal facility and get materials. Mrs. Enderle stated that they will not be able to do that. Ms. Laraway also asked if the library would be able to access and give out patrons' circulation history. Mrs. Enderle stated that they would not, that patrons would have access to their information, despite the system changes, the history would still be private and protected.

Mrs. Enderle explained that the Summer Reading Program will run longer with fewer events this year; she is still in the planning stages for the event. Mrs. Enderle also provided the board materials to read about potentially going fine free; she is championing to do this especially for children who are at a disadvantage because they ultimately depend upon an adult to make sure materials are returned. Mrs. Enderle believes that the town is spending more in employee cost than they are getting in a return for the overdue fines.

4. Unfinished Business

- a. Friends of the Library- Mrs. Enderle stated that she met with Ms. Bass about starting a New Friends of the Library group, but has not heard anything from her since. She asked the board to inform her of anyone they may know who is interested in forming a new group. Ms. Laraway explained that the Friends of the Library was a fundraising group who did a large amount of fundraising to help supplement things that the library needed.
- b. Library By-Laws- Ms. Laraway stated that the current by-laws are not completely consistent with the current town code, and that Mrs. Silver has gone through and made suggestions on updates that could be made to the by-laws. She stated the Library Advisory Board's by-laws need to coincide with those of the Town. The suggested changes to the Library Advisory Board By-Laws can be seen as follows:

**By-laws of the H.D. Cooley Library Advisory Board
Amended 9/2017**

I. Meetings

The Library Advisory Board of Trustees shall meet at least four times a year at a date and time to be determined by the chairman. Meetings shall be held in the Council Chambers in a meeting open to the public as specified by the State's Open Meeting Law which is codified as G.S. 143-318.9 through – 318.18.

Special meetings may be called by the chairman or on the written request of three members for the transaction of business stated in the call for the meeting.

Comment [EE1]: Should we change to chairperson?
Also, this should include the board with the suggestion, help or guidance from the director.

II. Board Membership

A total of eight people shall serve on the library advisory board with staggered terms. Two of the total eight people will serve three-year terms. Another three of the eight people will serve for two years, while the remaining two people will be appointed for a one-year term. One Council member shall serve as an ex-officio, non-voting member of the total eight members with a two-year term or as appointed by the Town Council. No member can serve more than two (2) consecutive terms. All library advisory board members are to be appointed by the Town Council and, at their discretion, a library board member's term may be extended for a year. The librarian is an ex-officio member of the library advisory board.

Comment [EE2]: The director should also have the ability to call a special meeting.

Any board member who misses three consecutive meetings without contacting the librarian shall be permanently removed from the Library Advisory Board. Should any vacancy occur among the members of the board by reasons of expired term, resignation, dismissal, or other reasons, a notice shall be submitted by the secretary through the town manager to the town council. Vacancies shall be made public, so that interested citizens may request a term on the board.

Comment [EE3]: Tesa, asked if we adhere to this policy. The answer is yes.

Comment [EE4]: change secretary to director and the notice should go to the town clerk not the manager

III. Rules and Regulations

The function of the library advisory board is to recommend adopting, repealing, and amending, from time to time, rules and regulations governing the operation of the library that are not in conflict with the Town of Nashville Municipal Code, Chapter 8, Article II, "Libraries," or any applicable state statute as it is adopted or may from time to time be amended or repealed.

Included in this authority delegated to the library advisory board is to recommend the establishment of rules and periods for which materials may be checked out and the return thereof; renewal of checked-out materials; requirements for the issuance and revocation of library cards; charges for failure to return materials when due; and retention and/or disposal of materials.

Comment [EE5]: There's no mention of the boards role in programs and services, do they help with this at all or do you determine all programming and services for the library

Comment [EE6]: When you have surplus are you getting support and/or approval from the board and then taking it to council. this sounds like the decision rest with the advisory board.

IV. Officers

Board officers shall be elected by ballot at its regular annual meeting. They shall be as follows: Chairman, vice-chairman, and secretary. Terms shall not be limited, but officers shall be elected each year.

The Board Chairman shall preside at all meetings, appoint all committees, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of presiding officer.

When the chairman is absent from a board meeting, the vice-chairman shall preside. The board secretary shall keep a true and accurate account of all proceedings of the board meetings, issue notices of all regular meetings, and on the chairman's authorization, of all special meetings; have custody of the minutes and other records of the board; and notify the town manager of any vacancies on the board.

Comment [EE7]: Do you all really do this at the beginning of each year?

Comment [EE8]: change to chair and vice chair

Comment [EE9]: No longer elect secretary remove

Comment [EE10]: what does authorize calls for any special meetings mean?

Comment [EE11]: the second sentence I would end with board meetings. then I would start with The Director issues notices...., i would take out on the chairman's authorization in that same sentence. and notify the clerk at the end.

V. Committees

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed. Such committees shall not have the power to act for the board; rather, the committee investigates a particular matter and makes recommendations to the full board. Committees may be composed of board members, library staff members, and others as deemed appropriate.

VI. Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

VII. Hearings before the Board

Meetings of the board shall be announced in advance to the public, so that citizens of the town shall have a reasonable opportunity to appear before the board to make requests or offer their views on the library's operation. Any citizen wanting to have an item placed on the agenda must contact the Librarian by the day before the scheduled board meeting. During the meeting, citizen's comments will be allowed on an issue-by-issue basis. All remarks must be addressed to the chairman and confined to the issue before the board. A person is allowed to speak twice to the same issue, and the time limit for each speech is five minutes.

Comment [EE12]: may want to follow the public comment policy established by town council if a public comment period occurs. It doesn't seem fair to be able to choose when they can or cant speak, they should either have a comment period or not have one at all.

VIII. Parliamentary Rules

The board shall use Robert's Rules of Order as its set of parliamentary rules.

IX. Librarian

The librarian shall have sole charge of administering the library under the town manager's direction and review. The librarian shall be held responsible for the care of the building and equipment, the employing and directing of staff, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all monies received from fines and other sources and report the amounts to the board at its regular meetings. He or she shall attend all board meetings.

Comment [EE13]: This paragraph is more of things you do within your actual job and not in what capacity or what role you play when it comes to the advisory board.

X. Order of Business

The order of business at the regular meetings shall be as follows:

- Call to order
- Minutes
- Librarian's Report
- Report of the standing committees
- Report of the special committees
- Unfinished business
- New Business
- Announcements
- Adjournment

Comment [EE14]: add a public comment period?

XI. Amending the by-laws

The by-laws of the library advisory board can be amended at any regular meeting of the board, by a two-thirds vote, provided the amendment was submitted in writing at the previous regular meeting and read to the assembled board. The amendment must be read to the board at two regular meetings before being acted upon. The first reading is by the secretary when the amendment is first proposed; the second reading is when the amendment is up for action.

Comment [EE15]: are they truly read aloud and why?

The board came to the consensus to change the words chairman and vice chairman to chair and vice chair throughout the document. In section II Board Membership, the consensus of the board is to change secretary to director. In section IV Officers, the consensus of the board is to remove secretary as an elected position on the board as the role is now being filled by the deputy town clerk. In section VII Hearings Before the Board, the consensus of the board is to remove the last three sentences of this paragraph. In section XI Amending the By-Laws, the consensus of the board is to not have amendments read aloud at two regular meetings, that discussion should occur prior to voting on amending the by-laws.

Mrs. Enderle pointed out that the length of the terms in the by-laws does not match what is in the Town Code; the Town Code states a two year term while the by-laws state three. She would like the board to change the by-laws so they reflect the town code. Ms. Laraway made the motion to amend the by-laws to state two year terms, seconded by Ms. Perry. Ms. Laraway called for a vote, the motion was unanimously passed (7-0).

5. New Business

- a. Policy & Procedures Handbook-Mrs. Enderle stated she would like to update the policy and procedures handbook for the library. She would like the board's feedback and suggestions on what she has developed; she has included it in their packet of information for review. She would like to receive their suggestions at the next scheduled board meeting.

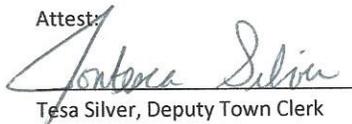
6. Announcements

- a. The next board meeting will be held on, Thursday, June 6, 2019 at 5:00 p.m.

7. Adjournment

Ms. Laraway made the motion to adjourn, seconded by Ms. Conrad. Ms. Laraway called for a vote, the motion was unanimously passed (7-0). The meeting adjourned at 6:00 p.m.


Nell Laraway, Chair

Attest:

Tesa Silver, Deputy Town Clerk