

Municipal Library Board
April 25, 2006

Present

Rodney Schlosser, Chair
June Leftwich, Vice Chair
Marsha Fogarty
Lynn Goldstein
Maureen Jones
Anna Martinez Dominguez
Jeanne R. Miller
Jane Shouse
Leticia “Michelle” Smith

Staff

Laurie Evans, Director
Kjerstine Nielsen, Central Administrator
Marcia Trent, Branch Administrator
David Rathvon, Branch Administrator
Rachael Pensiero, Board Coordinator

Absent

Joyce Cope
Veronica T. Priest
Angel L. Reyes III

Chair Rodney Schlosser noted a quorum was present and opened the meeting at 4:10 p.m.

Mr. Schlosser asked that the Board read over the March 28, 2006 minutes. **A motion was made by Lynn Goldstein and seconded Jeanne Miller by that the minutes be approved. The motion carried.**

Mr. Schlosser asked Laurie Evans for the Director’s Report.

Director’s Report

- Rachael Pensiero explained to the Board that they are all required to complete Open Meetings Act training and Public Information Act training by the end of 2006. The exceptions were herself and Angel Reyes who have only 90 days from their appointment. Ms. Pensiero explained that the two training videos could be viewed on line at www.oag.state.tx.us or before the next two Board meetings.

- Bond
 - Ms. Evans introduced Chief Financial Officer Dave Cook and Gwen Satterwaite of the City Attorney’s Office answered questions posed by the Board regarding the use of bond funds for technology upgrades.

 - Dave Cook explained that on May 17, 2006, Mary Suhm will present her 2006 Bond Recommendations for somewhere over one billion dollars. The City of Dallas has traditionally used Bond funds for the Library to purchase land, pay for construction, and outfit new or replacement

libraries. He explained that technology is only paid for with bond funds as part of a new or replacement facility. The technology has to be a part of the structure or a physical asset of the property.

- Gwen Satterwaite added that the City of Dallas uses bond propositions to make public permanent improvements, not to fund day to day operating costs. The City uses contractual obligations to purchase software. Contractual obligations are debt just as bonds are, but
 - Rodney Schlosser says that voters see a high value in technology. He noted that school districts include laptops and other technology in their bond propositions. Ms. Satterwaite responded that there are different laws for school bonds than for municipal bonds and they each have specific purposes for their bond propositions. For the city, the item purchased with the bond must outlast the twenty year term of the bond.
 - Maureen Jones asked Ms. Evans how the Library financed its current DRA system. Ms. Evans reminded the Board that the current system was purchased with a technology endowment from the sale of the Commerce building. The endowment will be used to pay for the new platform as well.
- Lancaster-Kiest closed April 15 and the grand re-opening of the Paul Lawrence Dunbar Branch at Lancaster-Kiest will be on May 13, 2006. The reception begins at 10:00 am.
 - The Business and Technology Division re-opened last month with almost 1200 visitors with in the first four days. Seventeen or eighteen people visited the floor because they had heard by word of mouth that it was a wireless environment. A memo from Ramon Miquez to the Council and an article from the *Dallas Business Journal* about the videoconferencing center were included in the Board packets.
 - The water infiltration work is done on the Ervay side of the building and book returns and media returns are installed. All of the outside work will be finished this summer.
 - Over 1100 children participated in “Around the world in 24 hours” hosted by the Children’s Center and sponsored by Big Thought and Chase.
 - International Day at the library was also a huge success. Sixteen countries were represented with booths, food samplings, and programs.
 - The North Oak Cliff Teen Center (Teen Zone) opened April 21, made possible by a generous grant from the AT&T Foundation.

- There are delays in the construction of Grauwlyer Park. The opening will no longer be June 10. The Library will no longer announce openings until the building receives a certificate of occupancy.
- The Library is hopeful that the café at Central will open in the fall.
- The Central Library is in the process of installing a new parking system. The new pay station should be installed within the next week to ten days.
- Credit card machines will be installed in all libraries to collect payment of fines and fees this year. Jeanne Miller asked what percentage the library pays to the credit card company. Ms. Evans said she would find the answer to that. The Library is working with CIS to allow people to pay their fines online.
- Tenth Annual Express Yourself! Youth Poetry Competition was very successful. 175 people attended.
- Dallas Book Fair and Literary Festival is Saturday, May 6.
- Collections:
 - Ms. Evans explained the Library's collection process for fines in response to the news report and companion Dallas Morning News article concerning money owed to the city. She informed the Board that the stories were "comparing apples to oranges." Less than 1% of the accounts that are in collection have over 50 items on their record.
 - When fines are owed to the library, the patron receives two notices. One after 5 days and one after 21 days. After an account is delinquent for 55 days, it is sent to Unique Management for collection.
 - The city is in the process of reviewing all fines and fees. This process is done by a third party consulting firm. The Director's Office is also in the process of polling other libraries about their patron and deposit collection limits.
 - The Library has a contract with Unique Management and the company works specifically with libraries which is important because they understand that the Library's primary goal is to get materials back. We have had a 40.4 % return rate with Unique.
 - Mr. Schlosser remarked that 3 million dollars seemed like a lot of money owed to the Library. Ms. Evans explained that unlike in a private business, nothing is ever written off, so debt remains in an inactive account.

Chair's Report

- Rodney reported that everyone responded to his request as to whether Board members preferred to serve on committees or task forces. He reported that the Board preferred task forces and projects with a defined end. Downtown Awareness, Bond Advocacy, Council Event, and Budget were the four task forces proposed by Mr. Schlosser. No one volunteered for the Budget task force, but Mr. Schlosser noted that the task force can be formed closer to the time that it is needed. Two Board members felt that a Council Event is not a high priority in the next sixty days, but it can be considered at a later date.
 - Since Board members who had volunteered to Chair a task force were absent, Mr. Schlosser deferred posting the task forces until the next meeting.
 - The Bond advocacy work is the most time sensitive at the moment and Jane Shouse by default for the moment will lead the charge.
 - Ms. Shouse expressed concern that the Budgeting process was happening currently and the Board needed to act on that. Mr. Schlosser reiterated that no one volunteered to sit on or chair the Budget task force.
 - Ms. Evans reviewed the Budgeting for Outcomes process. The library submitted bid packages to different results groups: health and dignity, government, and education, culture, and recreation. We have heard back from three groups. Two initial bid packages are in the “gray zone.” The Departments are now encouraged to revise their bids and those second revisions are due on May 13. June Leftwich and Marsha Fogarty wanted to know what the Board needed to be doing to help and Ms. Evans answered that at this point, the staff doesn't know the Board's role in the process.

Branch Support Committee Report

- There was no Branch Support Committee Report

Friends of the Library Report

- Annual meeting for Friends of the Library is going to be held on May 23 at 12 noon. The group will update the bylaws at the meeting/luncheon. Various areas of library service will be discussed, including bringing the Web site into the twentieth century and continuing to support the library.

- The Mayor's Summer Reading Program press conference will be held on May 19 at 10:30 am.

NETLS Report

- June Leftwich and David Rathvon went to Mineola to a meeting. Interesting information about recruiting volunteers. The next meeting is June 6 in Garland.

Other Business

- **Rodney Schlosser entertained a motion that Joyce Cope's absence be excused by the Board since she was attending the Texas Library Association Conference. Jeanne moved that the absence be excused and Maureen Jones seconded the motion. The motion carried.**
- Mr. Schlosser wanted the input of the Board members on whether to change the day of the meetings from Tuesday to Monday.
- Jane Shouse reminded the Board that on May 17 the City Manager's Bond Recommendations will be presented. The City Manager's recommendations are not always kept and the amount can go up or down, so she asked the Board's help. She asked everyone to talk to their council member and let them know the library projects that are in their districts and that the citizens care about their libraries. All Board members are encouraged to attend the Town Hall meetings in their district and cover the Town Hall meetings for those districts that do not have a Board member. Ms. Shouse provided flyers for the Board members to pass out at their libraries about the library bond.
- Rodney will be at the June Public Hearing and will speak.
- Ms. Shouse will talk to Council Member Don Hill.
- Rodney Schlosser will speak to Dr. Reese at the Paul Lawrence Dunbar Lancaster-Kiest opening or before.
- Rachael Pensiero will send the Board a list of Town Hall meetings and the Board Members will use Ms. Shouse's flyer as talking points.
- Mr. Schlosser reminded the Board that the next meeting is May 23, since the last Tuesday of the month is the day after Memorial Day.
- The meeting adjourned at 5:56 p.m.

Rodney Schlosser
Chair, Municipal Library Board