

**MINUTES OF THE REGULAR MEETING OF
COLLIERVILLE PUBLIC LIBRARY BOARD
Tuesday, April 26, 2022**

The Collierville Public Library Board held a regular public meeting in the Board Chambers at Town Hall at 6:00 pm on Tuesday, April 26, 2022.

Agenda Item 1: CALL TO ORDER

Chairman, Rae Bittle called the meeting to order at 6:02 pm.

Agenda Item 2: ROLL CALL

The following members of the Library Board were present: Mr. John Stamm, Ms. Rae Bittle, Ms. Shobha Iyer
Absent: Ms. Cheryl Long, Dr. Andre Crafford, Mr Robert Persons, and Alderman Billy Patton

Staff present included Library Director, Lisa Plath.

Agenda Item 3: APPROVAL OF MINUTES FOR TUESDAY, January 25, 2022

There were no additions or corrections to the minutes. Ms. Bittle made a motion to approve the minutes. Mr. Stamm seconded the motion.

Roll Call: – Ms. Rae Bittle - yes, Mr. John Stamm – yes, Ms. Iyer – yes. Motion approved.

Agenda Item 4: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY, PATRON RESPONSIBILITY STATEMENTS AND POLICIES-PATRON RESPONSIBILITIES AND CONDUCT

Ms. Bittle introduced this agenda item. Ms. Plath asked if there was any discussion or questions on the modifications to the patron responsibilities and conduct section of the Library policy manual. The Library Board discussed it at length at the last two meetings. Ms. Plath solicited feedback from Mr. Lewellen and revised it in accordance with the board suggestions as well as Mr. Lewellen's feedback. Mr. Stamm made a motion to approve the policy changes. Ms. Bittle seconded the motion.

Roll Call: – Ms. Rae Bittle - yes, Mr. John Stamm – yes, Ms. Iyer – yes. Motion approved.

Agenda Item 6: LIBRARY AND STAFF UPDATES

Ms. Plath was given the floor to give the Library Update.

She highlighted the Ernest Withers Photography Exhibit that was presented at the library on February 26th during Black History Month. Our library staff member, Linda Brown, knows the youngest Withers son and made the connection. All the major news outlets covered it – Fox 13 News, Action News 5, and Channel 24. The Collierville Herald also did an article on it. Around 200 people were in attendance.

The use of the marketing tool, Orange Boy, gives a graph showing the needs people were seeking to fill while using the library. The survey that goes out on Fridays finds patrons who have recently been to the library. 64.2% of the people surveyed cited "Reading for Enjoyment" as the need fulfilled. 5.7% were for personal interest, 3.4% for program/event. Of the 6.8% that cited "Other" as the need listed renewing library card, audiobooks, DVDs, printing and computer use, school needs, subject and language use and story books for my 7 yr. old. This system is using people's library card information to contact these patrons.

Since these surveys are sent to cardholders only, it doesn't tell the whole story of how patrons are using the library. Some activities that do not require a library card are programs, Wi-Fi use, study room, and Halle Room use. It demonstrates that it is important for us to keep a robust collection of reading material.

3rd quarter library statistics showed the door count for March was up to 14,698 from 12,164 in February. Ms. Plath predicts that our FY 22 stats will still not be back to normal. Program attendance was 1,081 up from 658 in January and 792 in February. Circulation numbers are going up – over 35,000 in March. As mentioned earlier, study room and Halle room users do not need to have a library card. The next slide highlights our study room uses which is between 150 – 179/per month for January – March, between 44 – 47 uses of the Halle Room for January – March and 339 Wi-Fi sessions. The stats for Wi-Fi use are calculated manually by library staff walking around the building every hour for one week and that number is used and averaged for the quarter. These numbers are compiled for library statistics report.

Our TOC IT department doesn't have the resources to set up the program for the library to track our Wi-Fi usage. Ms. Iyer wondered if Comcast would be able to track it. Rae Bittle wondered if through the login, wi-fi statistics could be tracked.

Ms. Plath proceeded to give an update on the RFID project. Over 95,000 items had been tagged so far. The configuration of the gates had to be changed due to the metal in the wall studs. RFID and metal do not get along well, so the gates needed to be moved forward. All concerned people including General Services agreed on the configuration and drawing that was best. The work with this design requires the floor to be opened and new conduit and network cabling installed. Because of the concrete needing to be cut and broken up and new concrete poured, we will need to close the library for up to a week. Ms. Plath will keep everyone posted on the status of the closure.

The Public Information Office helped us with a story about Markie Del Real and her little 9-month-old daughter Remi. It highlighted the big benefits of Tiny Tots Storytime with Ms. Cyndee.

The Town of Collierville is in budget season. The BMA knows they need to address employee salaries. The library requested the Town of Collierville to consider making the Library Administrative Specialist a FT position for the new Fiscal Year 2023. Ms. Plath stated that she is also requesting funds for soft furniture in the children's area and 3 public computer class laptops.

Ms. Plath reported that the library was awarded an ARPA grant through the Tennessee State Library and Archives. The grant was \$17,564.00 with a match from the Town of Collierville of \$4,391.00 for a total of \$21,955.00. The funds were used for replacement desktop computers and monitors for staff, 1 laptop computer for the RFID project and 7 RFID staff stations.

Ms. Plath stated that she attended the Public Library Association conference in Portland in March with two librarians from the staff. She attended sessions on innovative spaces in libraries including a library in Maryland that is only a makerspace, teaching kitchen and meeting space. She attended several sessions on data management and the best ways to use the data. Benchmark is a new tool put out through PLA for data comparisons with other libraries. Ms. Plath mentioned she was able to visit with several of the library's vendors including Innovative where we learned about their new discovery tool called VEGA. She is hoping to add it to the catalog at some point. She would also like to explore the acquisition of an AMH system for automated check-in of the materials through the book drop at a cost of \$50,000 - \$75,000. It will be better in the long run if it can be automated. Ms. Iyer pointed out she recently had two books that were not checked in properly.

She also recently attended the Tennessee Library Association Conference in Knoxville. Sessions there included how to create a welcoming space, how to prepare for a book challenge, trends in libraries, making your libraries accessible, and a case study for reimagining library spaces for the future. Tenn Share is a consortium that helps libraries get discounts such as movie licensing which we are exploring. The session on leadership addressed succession planning.

The Spring Story Walk has changed to *The Extraordinary Gardener*.

The Lisa Wingate author visit has been postponed until spring 2023. Summer Reading starts June 1 with a celebratory kickoff with face painting, balloon art, pirates and opera Memphis performing.

Summer Reading will again use the Read Squared app for tracking progress so patrons – kids, teens and adults can earn points toward prizes. The last day of the Summer Reading will be Friday, July 29.

Ms. Plath highlighted a new employee: Rebekah Hendren who is a FT Associate for Youth Services. She is working on her master's in library science through the University of Kentucky.

Ms. Plath thanked the Board for attending.

Adjournment

There being no further business, the meeting was adjourned at 6:30 pm.

Ms. Rae Bittle, Chairman

J.R. Stamm
vice chairman

Lisa Plath

Lisa Plath, Library Director