

**MINUTES OF THE REGULAR MEETING OF
COLLIERVILLE PUBLIC LIBRARY BOARD
Tuesday, October 24, 2023**

The Collierville Public Library Board held a regular public meeting in the Halle Room at the Lucius E. and Elsie C., Jr. Library at 6:00 pm on Tuesday, July 25, 2023

Agenda Item 1: CALL TO ORDER

Chairman, Cheryl Long called the meeting to order at 6:02 pm.

Agenda Item 2: ROLL CALL

The following members of the Library Board were present: Ms. Cheryl Long, Ms. Shobha Iyer, Peggy Turnipseed, Samuel Beyhan, Jennifer Goodwin, and Alderman Billy Patton.

Staff present included the Library Director, Lisa Plath.

Agenda Item 3: APPROVAL OF AGENDA

There were no additions or deletions to the agenda. Ms. Iyer made a motion to approve the agenda; Ms. Turnipseed seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan - yes, Ms. Goodwin – yes, Alderman Billy Patton - yes. Motion approved.

Agenda Item 4: APPROVAL OF MINUTES FOR TUESDAY, July 25, 2023

There were no additions or corrections to the minutes. Mr. Beyhan made a motion to approve the minutes; Ms. Goodwin seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan, Ms. Goodwin – yes, Alderman Billy Patton – abstain. Motion approved.

Agenda Item 5: CITIZEN COMMENTS

There were no comments from citizens. Ms. Plath referred to the Citizen Comment guidelines document included in the packets that outlines the procedures for allowing citizen comments. The Library Board will mimic the procedures used for BMA meetings.

Ms. Plath noted that comments are limited to 3 minutes or less. If there was a citizen making a comment, the issue would not be addressed at that time. Alderman Patton clarified that comments are allowed, but it is not a time for public discourse. Concerns would be referred to staff and staff would then follow up to address the citizen's concerns.

Agenda Item 6: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY

The library requested to change the policy on resident library card renewal period to three years from one year. P. 12 of the Library Policy Manual will now state, "All resident cards must be

renewed three years from date of issue. All non-resident library cards issued must be renewed one year from date of issue.”

Ms. Turnipseed made a motion to approve the library card renewal changes. Ms. Iyer seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan - yes, Ms. Goodwin – yes, Alderman - Billy Patton - yes. Motion approved.

Agenda Item 7: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY

The library requested to revise the policy on requirements for residents of assisted living facilities obtaining library cards. Special documentation will be allowed for residents of those facilities since they don't have utility bills or anything listed through the Shelby County Tax Assessors website proving residency. With this change, the residents can present a photo ID and a letter from the Assisted Living Facility verifying residency OR an Assisted Living Facility Resident agreement.

Ms. Turnipseed made a motion to approve the library card renewal changes for residents of assisted living facilities. Ms. Goodwin seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan - yes, Ms. Goodwin – yes, Alderman - Billy Patton - yes. Motion approved.

Agenda Item 8: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY

The Library requested a revision to the programming policy with several additions and deletions beginning on Pg. 24. The proposed changes organize the Programming policy into sections: Purpose, Criteria, Community Collaboration, Endorsements, Religious and Political Content, Attendance, Fee, Sales, Program Proposals, and Disclaimers related to Library Programs.

Board members discussed the photo/video disclaimer. They suggested removing the wording “a person attending a library event who does not wish to have their image recorded for distribution should make their wishes known to the photographer.” By removing this wording, it takes the responsibility away from the Library and puts it on the attendee. The Board requested to have the second paragraph removed from the photo/video section.

Alderman Patton made a motion to approve agenda item 8 as presented but striking the second paragraph under the photo/video section. Ms. Turnipseed seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan - yes, Ms. Goodwin – yes, Alderman Billy Patton - yes. Motion approved.

Agenda Item 9: MODIFICATION TO THE POLICY MANUAL OF THE COLLIERVILLE BURCH LIBRARY

The library requested a further update to the Programming policy manual with the addition of a program proposal form as an Appendix.

Ms. Iyer made a motion to approve agenda item 9 as presented. Mr. Beyhan seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Mr. Beyhan - yes, Ms. Goodwin – yes, Alderman Billy Patton - yes. Motion approved.

Agenda Item 10. OTHER BUSINESS/DISCUSSION

Ms. Plath explained the situation regarding a patron who contacted Library Board members because she wanted fines canceled on her account. Her card expired, she had 35 books checked out and when the first checkout period ended, her fines started accumulating because her card had expired. She was getting her email reminders but was ignoring the reminders because she was counting on the books being automatically renewed. Board members wanted to be sure the situation was handled and that they didn't need to do anything further. Ms. Plath assured them that she had handled the situation.

Agenda Item 11: LIBRARY/STAFF UPDATE

Ms. Plath gave the library update. She talked about the Fall Festival – games, face painting, and trick or treating. It worked out well doing it on the Thursday of Fall Break.

There have been some recent well attended library programs including history programs presented by Mike Ellicott and a Hands-On (AI) Artificial Intelligence program with our Digital Services Librarian, Emily Baker, who has a special knack for all things technical.

Consumer Reports.org has had good usage since it started at the beginning of September. Creative Bug, Tutor.com, and Weiss Financial have or will be taken out of service this year. Tutor.com has been in place for 9 years, but we had low usage, so we couldn't justify continuing to fund it.

The Library catalog will be getting a major cleanup this year in a 3-step process. The first step is exporting our bibliographic records (completed by Innovative/Polaris). The second step is sending those records to a 3rd party vendor (Marcive) who will add authority records. Authority records will standardize the way authors, subject headings, etc. are displayed using Library of Congress headings. Currently, those can be displayed in many ways, making searching more difficult. The third step will be the most exciting – adding a discovery layer (Aspen Discovery). This will combine the results for a book search into one result for the various formats, preventing patrons from having to scroll through a lot of different results to find what they are looking for.

Emily Baker did an amazing comparison spreadsheet which identified the pros and cons of three vendors. Because of her very thorough spreadsheet, it was clear to TOC procurement which vendor would best meet our needs and was the best value.

Ms. Iyer asked about how the Overdrive eBooks are incorporated into the catalog. Ms. Plath explained that currently the titles and number of copies are not kept up to date and with this new service, it will be more accurate. We will connect to our eBook database using an API rather than connecting through Polaris. The Library is very excited to add this service for our patrons and staff.

The community input sessions were successful. The Teen Library Ambassadors gave great input in their session. Ms. Plath explained the next steps in the process. Susan Ewing will present the compiled data to the architect. He will present a concept which will then be presented in a work session to the BMA for the programming.

The Library has a new service for our public copier and print station. Storytelling Room tables and chairs will be delivered soon. Halle Room tables and chairs will be ordered soon. The Automated Materials Handler construction will be completed in December. It's coming from Germany and will need to go through an extensive shipping process. Construction bid opening for the redesign of the space will take place in December. The equipment will be installed in March-April. Ms. Long suggested we have tours. Mr. Beyhan suggested having a ribbon cutting.

Ms. Plath mentioned two history programs: Oppenheimer, Groves and the Manhattan project and America's Unknown Warrior. Mike Ellicott will incorporate something for local veterans during the presentation on November 11.

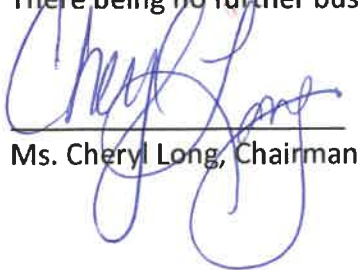
The Library will be closed for an all-day staff training session on November 8. We will train on Customer Service, TOC IT will train on MS Office, and Jennifer Casey, the Town's PIO will speak to us about branding. After the PT staff leaves, the FT staff will work on inventory.

The Fall Storywalk is up through November. It is a sweet book called Hedgehugs.

Emily Baker was the highlighted staff member this time. Ms. Plath praised Emily's versatility in all that she does for the library: providing digital services programming, teaching classes, taking care of the website, managing the Library newsletter, managing the discovery layer project as well as managing all the library's digital resources. She is very skilled, and we are very happy to have her.

Adjournment

There being no further business, the meeting was adjourned at 6:41 pm.



Ms. Cheryl Long, Chairman



Lisa Plath, Library Director