

**MINUTES OF THE REGULAR MEETING OF  
COLLIERVILLE PUBLIC LIBRARY BOARD  
Tuesday, April 23, 2024**

The Collierville Public Library Board held a regular public meeting in the James H. Lewellen Board chambers at Town Hall beginning at 6:00 pm on Tuesday, April 23, 2024

**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, Jennifer Goodwin, and Tim Van Horn. Absent were Samuel Beyhan 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. Long seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Ms. Goodwin - yes, Mr. Van Horn – yes. Motion approved.

**Agenda Item 4: APPROVAL OF MINUTES FOR TUESDAY, October 24, 2023**

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

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Ms. Goodwin, Mr. Van Horn - abstain. Motion approved.

**Agenda Item 5: CITIZEN COMMENTS**

There were no comments from citizens.

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

The library requested to modify the Policy Manual of the Collierville Burch Library - change to Circulation Services, p. 15 regarding renewals for DVDs and p. 17-18 default pricing for replacement items.

Ms. Plath explained that DVDs can now be renewed, so the language needs to be changed in the policy allowing for that. The default replacement prices also need to be updated with current prices. Ms. Plath showed some examples of items such as a Wonderbook that has a built-in audio player. The replacement cost for that is \$55.00. She showed an audiobook with and without a book. She also showed a STEM backpack. The topic for that backpack was the weather. It

contains a book, puzzles, games, and an anemometer. The replacement cost for all STEM backpacks is \$73.00 because of the many items included in each one.

Ms. Long made a motion to approve the proposed changes to Circulation Services, p. 15 regarding renewals for DVDs and p. 17-18 default pricing for replacement items. Ms. Iyer seconded the motion.

Roll Call: – Ms. Long - yes, Ms. Iyer - yes, Ms. Turnipseed – yes, Ms. Goodwin - yes, Mr. Van Horn – yes. Motion approved.

## **Agenda Item 7. OTHER BUSINESS/DISCUSSION**

### **Item 7i: LIBRARY/STAFF UPDATE**

Ms. Plath gave the library update.

The Library is continuing the work on aligning the Library's branding with the Town. The version of the logo shown in the update says, *Town of Collierville Burch Library*. The name of the Library would not be changed. It is by a Town resolution that the Library needs to retain the name Lucius E. and Elsie C. Burch, Jr. However, a shortened version can be used in informal situations. Colors used include white, gold and CHS dragon red. The Library's logo from 2021 will continue to be used in appropriate situations as a "seal".

Ms. Plath showed some library statistics. These questions were used for a contest for National Library Week. Winners received the new branded mugs handmade by Belltower Studios. Highlights were the number of people who come into the library every year (137,654-FY23), the number of books checked out in a year (499,363-FY23), the number of digital titles available to patrons (1,928,706) and the number of staff members it takes to run the library (24).

Ms. Plath explained the digital title number is as high as it is because of patron's access to Hoopla. There have been issues with Hoopla pushing people out early in the morning. The Hoopla content credit is running out every day because of its popularity. Ms. Plath explained that she and Emily are working on ways to manage this problem.

The automated materials handler is up and running. We are working with the vendor to resolve an issue with the monitor when direct sun hits it late in the afternoon. Patrons are getting used to using it correctly. Overall, it is working well.

Catalog improvements are now in place with our new Aspen Discovery layer. It has great tools to help patrons and librarians such as readalike suggestions and a more patron-friendly system for managing purchase requests.

Six librarians went to library conferences during the first week of April. Four went to Columbus, Ohio for the Public Library Association Conference and two went to Franklin, TN for the Tennessee Library Association Conference. Both conferences were excellent. For an example, our Adult Services programming Coordinator went to a session on Programming for Adult with

Intellectual and Developmental Disabilities. She will be starting an All Abilities Club for teens and adults with disabilities one time per month. Participants must come with a caregiver and she will do a simple activity with them. Ms. Plath hopes to use ideas from one of the sessions she attended about creating a Customer Service Training Toolkit.

The phones were ringing a lot with people asking about solar eclipse glasses while the six staff members were gone to conference.

What are you doing at the library today? This question is on a foam board in the library for people to tell what brought them into the library. If they put something on a sticky note and put it on the board, they could fill out a paper form to win a mug. It is really great information for the library to use to demonstrate the variety of ways people use the library.

The Story walk is Bea's Bees for the Spring months.

Planning for Summer Reading is in the works with kickoff on May 29 that includes a magician, face painting and Touch a Truck. Storytimes will happen 3 days a week, the end of summer bash will be held July 23 and the program officially ends July 26.

Over 90 Teen volunteer applications have been submitted. The deadline is May 6 at 10 am.

Ms. Plath gave an update on the Library Expansion showing the conceptual plan. It is not an actual drawing. The expansion would double the size of the current building, approximately. The meeting room at the back of the proposed concept will hold 300 people. The BMA recognizes the need for that type of meeting space. The coffee shop is another topic that continues to come up in various groups.

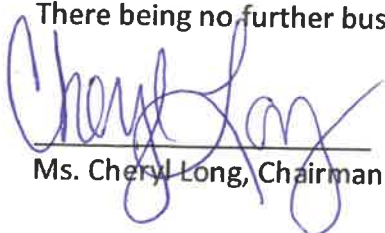
Michael Walker is putting together a plan for a design team. Once the plan is acceptable to General Services, the professional services contract will go to the BMA for approval. If approved, the architect can start work on the actual drawings.

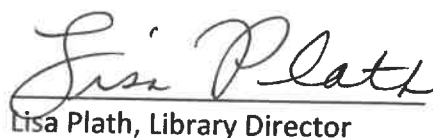
Board members asked about the library's plan for maintaining service during the construction process. Ms. Plath said some ideas have been discussed.

Brooke Luna is our new PT Adult Services Associate. She is a talented social media influencer on her own and has taken on several successful programs including a partnership for floral arranging and medical programs.

### **Adjournment**

There being no further business, the meeting was adjourned at 6:32 pm.

  
Ms. Cheryl Long, Chairman

  
Lisa Plath, Library Director