

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

Agenda Item 1: CALL TO ORDER

Chairman, Cheryl Long called the meeting to order at 6.00 pm.

Agenda Item 2: ROLL CALL

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

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. Goodwin seconded the motion.

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

Agenda Item 5: Appointment of Officers

Mr. Beyhan made a motion to nominate Cheryl Long as chairman of the Library Board. Ms. Goodwin seconded the motion.

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

Mr. Beyhan made a motion to nominate Shobha Iyer to serve as Vice Chairman of the Library Board. Ms. Long seconded the motion.

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

Ms. Long made a motion to nominate Peggy Turnipseed as Secretary of the Library Board. Mr. Beyhan seconded the motion.

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

Agenda Item 6: Citizen Comments

There were no comments from citizens.

Agenda Item 7: Modification to the Policy Manual of the Collierville Burch Library – Revisions to the Circulation Services, Meeting Room, and Computer Use sections, p. 13,15, 21-22, and 28-29.

Ms. Plath explained the BMA approved a new fee schedule effective July 1. Changes for library fees included: lowering the replacement card fee from \$5.00 to \$1.00 to encourage more people to replace their cards and remove the barrier of the \$5.00 fee, lowering the late fee for DVDs from \$1.00/day to \$.20/day. DVDs are not as much in demand, so lowering the fee to match other materials made sense. The Halle Room rental fee was raised to \$40/hr. This is in anticipation of potentially raising it more once we have additional meeting space and more demand for the rooms. We also added a second option for computer guest passes - \$2.00 for 2 hours as well as making formatting changes in this section.

Ms. Goodwin made a motion to approve the revisions to Circulation Services, Meeting Room and Computer Use sections, Mr. Van Horn seconded the motion.

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

Agenda Item 8: Modification to the Policy Manual of the Collierville Burch Library - Patron Responsibilities and Conduct – 2. Responsible behavior is expected section, p. 33.

Ms. Plath explained the Patron Responsibilities and Conduct section had been updated in the past few years. She explained the First Amendment Audit training recently attended by Town and Library employees. Citizens have the right to film public employees doing their jobs. In the training the staff learned that the best reaction is to offer to help them rather than creating a conflict, asking them what they are doing or telling them they can't do it. The library requests the Board approve the removal of the photography language in the Patron Responsibilities. Ms. Long expressed concern for kids. Ms. Plath replied that they can record children since they are in a public place. Mr. Beyhan shared his thoughts on being filmed as a government employee. A discussion ensued about the issue. Taking the photography language out will be best for the library employees. Any issue that individual patrons have, the individuals would have to deal with the auditor themselves or walk away.

Ms. Long made a motion to approve the Patron Responsibilities section, removing the text that refers to photographing and recording without the person's consent. Ms. Iyer seconded the motion.

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

Agenda Item 9: Modification to the Policy Manual of the Collierville Burch Library – Revisions to the Confidentiality of Library Patron Records Policy, p. 39–40.

The library is requesting to revise and add to the library's confidentiality policy. The vendor developing our new mobile app requested that the library provide one. We took that opportunity to add to and improve the existing policy. The portion about the Patriot Act will need to be removed since it has expired.

Ms. Long made a motion to approve the revised Privacy and Confidentiality policy, also removing the text that refers to Patriot Act. Ms. Iyer seconded the motion.

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

Item 10: LIBRARY/STAFF UPDATE

Ms. Plath gave the library update including an update on Summer Reading, with 760 people attending the kickoff, 1143 participants for the summer.

She gave statistics on Libby and Hoopla users, and stated that the library spent up to our max for FY24 - \$20,000 for Hoopla and \$30,000 for Overdrive. For FY 25, the max is 30k for Hoopla and \$40k for Libby. She may or may not be able to spend the full amount because of limited funds. However, next year, she will ask for more funding for electronic books in the budget.

The model for the two providers is different. For Libby, we buy the individual titles, or we share them with the consortium. With Hoopla, we are charged as the items are used. To manage that, we had to set a daily dollar limit for Hoopla. Hoopla users are often people who are tired of long waitlists in Libby. There are many more users in Libby than Hoopla because of the limited number of titles patrons can check out in Hoopla each month.

Ms. Plath left a board in the magazine room to find out what people are reading. It was good to find out which magazines and newspapers are most popular.

Communico, the vendor for the new digital signage, calendar and room booking module has been a huge endeavor to launch. Three years of data had to be transferred. Grandfathered groups will still be able to book the Halle room for the whole year. The mobile app will be changed and will align with the rest of the components of Communico, aligning with the Town brand. It may be inconvenient for a while when the mobile app first changes.

Library staff has been doing outreach events at Collierville Schools Summer Learning Camps, the Learning Experience, Goddard School, and the Farmer's Market. It's a great opportunity to reach a lot of kids.

A cool program took place after hours in June with the Memphis Astronomical Society. Summer Story walk is *Explorers of the Wild*. End of Summer Bash was July 23, and the staff will attend Collierville Schools Orientation Monday, August 5.

The Expansion project is moving forward. Friends of the Library are considering a couple of proposals to prepare a fundraising plan. They will decide what to do at their August meeting.

The Professional services contract will be on an agenda for the BMA in September. Estimated construction start could be a year from now.

Cameron Barnes is a new employee who is a Full-time Asst. Circulation Manager. He is a librarian, manages the volunteers, and the employees working with the Automated Returns Handler.

Two part-time employees are retiring at the end of July: Nancy Malloy and Linda Brown. We are sad to see them go and are grateful for their many years of service. We are excited about some of the great new young people we have working at the library.

Adjournment

There being no further business, the meeting adjourned at 6:51 pm.


Ms. Cheryl Long, Chairman


Lisa Plath, Library Director