



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING - VIDEOCONFERENCE
THURSDAY, JANUARY 14, 2021
6:00 PM

CALL TO ORDER

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location:
<https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at:
<https://www.cowtx.org/librarycomments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

 **EMERGENCY ALERT**

COVID-19 Emergency Update Information
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Library Board - Comment Registration - January 14, 2021

[Sign in to Save Progress](#)

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name*

Last Name*

Address1*

“Live” meeting space is limited and will be provided on a first come, first served basis. If you select the “live” meeting option, the WEBEX meeting details will be emailed to you at the email address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

ROLL CALL

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the Watauga Library Board and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the appropriate staff to respond to the citizen and report back to the Library Board as soon as practicable. Such report to the Board shall not constitute a meeting called by the Board nor shall it constitute deliberation or formal action. Individual citizens addressing the Board during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Board and no formal Board action will be taken.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the Board may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Board Member and the citizen will not count toward the time limit and Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

REPORTS FROM STAFF

1. Director's Monthly Report
Lana Ewell, Director of Library Services

APPROVAL OF MINUTES

1. Consider action on the Library Board Meeting Minutes for November 12, 2020.

NEW BUSINESS

1. Discussion and action on Watauga Public Library's Interlibrary Loan Policy.

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Monday, January 11, 2021, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: January 6, 2021
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Director's Monthly Report

BACKGROUND/INFORMATION:

Report on current events.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

NA

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 1/11/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: January 5, 2021
TO: Library Board Members
FROM: Raquel Guajardo, Deputy City Secretary
SUBJECT: Consider action on the Library Board Meeting Minutes for November 12, 2020.

BACKGROUND/INFORMATION:

Attached for Board review and consideration are the November 12, 2020 meeting minutes.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Board consider and take action on the November 12, 2020 meeting minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. LIBMIN 11122020

REVIEWED BY:

Lana Ewell, Director of Library Services
Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 1/8/2021

Final Approval - 1/11/2021

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
THURSDAY, NOVEMBER 12, 2020
VIDEOCONFERENCE
6:00 PM**

MEMBERS PRESENT:

Kip Woodruff
Lindsey Neal
Kristen Chapman
Joy Don Baker
Carol Z. Coy
Henrietta Egenti
Sharon Subject

Chairperson/Place 7
Vice-Chairperson/Place 1
Secretary/Place 6
Member/Place 2
Member/Place 3
Member/Place 4
Member/Place 5 (Absent with Notice)

and

Lana Ewell
Art Miner

Library Director
Mayor and Council Liaison

CALL TO ORDER

Chairman Woodruff called the meeting to order at 6:02 p.m.

PUBLIC TESTIMONY

No public testimony or comments were provided.

REPORTS FROM STAFF

1. Library Director's Report

Ms. Ewell presented the report which included pictures of the staff taking materials out for curbside delivery, the youth area being utilized to create Family Place Kits, and the staff rearranging the Fiction section. Other pictures included the meeting room currently being utilized as a quarantine room. Ms. Ewell mentioned that the recent data indicates that materials should not be stacked and should be spread out. It was also recommended that materials are set in a quarantine area for 7-9 days. She stated that Senior Youth Librarian, Ms. Barbara Goss, has been the most resourceful individual and has done an excellent job at creating new ways to engage patrons online. Staff is staying busy rearranging the fiction materials into different sections, putting Westerns, Sci-Fi, Horror, etc. together.

Ms. Coy asked if the library was also moving around the non-fiction items. Ms. Ewell indicated that they would not.

ROLL CALL

Vice-Chair Neal requested that Roll Call be officially taken. Chairman Woodruff conducted the roll call.

APPROVAL OF MINUTES

1. Consider action on the Library Board Meeting Minutes for January 9, 2020 and

Ms. Coy made a motion to approve the minutes of the January 9, 2020 Library Board Meeting and the minutes of the September 10, 2020 Library Board Meeting. The motion was seconded by Ms. Egenti. Motion carried 6-0-1-0.

Ayes: Woodruff, Neal, Chapman, Egenti, Baker, Coy

Nays: None

Absent: Subjeck

Abstain: None

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

- 1. Ms. Ewell presented the updates to the circulation policy. It was last revised in 2017 and needed language changed and terms amended. Terms for e-books, e-audio, and e-magazines needed to be included, as well as clarifying terms in other areas. Redundancies were removed. References to the MetroPAC, and TexShare were also removed. Various kits have been streamlined, so the new circulation policy now refers to them in generalized terms. References to late fees were removed.**

Ms. Ewell replied that it had not been addressed last year. City Staff has not found any ordinance that requires late fees. If City Council approves, there will be no late fees. If this update to the Circulation Policy passes tonight, Ms. Ewell will take it to the City Council Meeting next month and that it presumably would go into effect the date that City Council passes it.

Vice-Chair Neal made a motion to accept the new Circulation Policy. Motion seconded by Ms. Baker. Motion carried 5-1-1-0.

Ayes: Woodruff, Neal, Chapman, Egenti, Baker

Nays: Coy

Absent: Subjeck

Abstain: None

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:16 p.m.

APPROVED: this ____ day of _____, 2021.

SIGNED: this ____ day of _____, 2021.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Kristen Chapman, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: January 6, 2021
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Discussion and action on Watauga Public Library's Interlibrary Loan Policy.

BACKGROUND/INFORMATION:

Due to recent and upcoming changes in the Circulation Policy and Consortium issues it is time to update the Interlibrary Loan Policy.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Approval of the updates to this policy.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Current Interlibrary Loan Policy 2017
2. Draft to update the Interlibrary Loan Policy 2020 (2)

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 1/11/2021

Approved as to form for inclusion on Agenda



Interlibrary Loan Policy

Watauga Public Library participates in the nationwide interlibrary loan program to expand information and resources available to patrons with Watauga library cards. The Library both borrows materials for its users from participating libraries, and loans materials to other users through participating libraries.

Borrowing Policy

Interlibrary loan requests for items not owned by this Library system will be received at the Watauga Public Library. Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take from two to four weeks. The following are requirements for the borrowing process:

- Users - All users with a valid Watauga Public Library card and in good standing (with the exception of TexShare card holders who are required to request interlibrary loans from their home library).
- Requests - Users may place up to five requests at one time. These requests may be submitted in person or via mail, fax, or through the on-line catalog.
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photo-copies from materials may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of item. These include bestsellers or books with recent publication dates, books recently made into movies or featured on popular talk shows, reference materials, local history and genealogy materials, holiday books, and audiovisual materials.
- Loan Period - This is determined by the lending library.
- Fees - If the lending library charges a fee for a certain item, the requesting patron may select a maximum fee they are willing to pay when filling out the request. The user is responsible for paying the return postage on each item requested.

- Lost and Overdue Charges - Users are responsible for paying a late charge of \$.50 per day per item with a \$10.00 maximum per item. Charges for the replacement of lost or damaged materials are also the responsibility of the borrower. These costs are determined by the lending library.

Lending Policy

The Watauga Public Library will lend materials to all established libraries. Those wishing to borrow materials from this Library must initiate their request through an established library.

- What Can Be Borrowed - Any decision to loan materials is made at the discretion of the Library Director or designated staff member.
- The library may not loan - local history materials, genealogy books, multimedia, bestsellers, periodicals, holiday books, Reference books, or materials with a publication date within the last year.
- Loan Period - Items will be checked out for four weeks. This allows for two weeks transit time and for a two week check out to the patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of one renewal.
- Fees - The Watauga Public Library does not charge for lending materials.
- Lost Materials Charges - The Watauga Public Library will assess a fee on a lost item equal to the replacement cost of the item. The borrowing library is responsible for the payment of this fee.
- Photocopies - Up to 50 pages will be provided at no charge, with copyright limits.

Approved by Library Board 10/19/1992
 Revised by Library Board 05/16/1996
 Revised by Library Board 07/14/2005
 Approved by City Council 07/25/2005
 Revised by Library Board 09/29/2011
 Approved by City Council 10/24/2011
 Revised by the Library Board 11/9/2017
 Approved by City Council 12/18/2017



Interlibrary Loan Policy

*The Watauga Public Library participates in the nationwide Interlibrary Loan Program to expand **resource availability** ~~information and resources available to patrons with a Watauga library card. The Library both borrows materials for its users from participating libraries, and loans materials to other users through participating libraries.~~*

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Interlibrary loan requests **are** for items not owned by this Library system, ~~and will be received at the Watauga Public Library.~~ Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take from two to four weeks.

The following are requirements for the borrowing process:

- Users – **Borrowers must be residents or property owners in Watauga with a valid library card in good standing. Good standing means a card must be current without fines over \$5.00.**
- ~~This service is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders~~ **Cardholders from other cities are required to request interlibrary loans from their home library.**
- Requests - Users must complete the Interlibrary Loan Request form (copy attached). Users may place up to five requests at one time. These requests may be submitted in person or electronically.
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photo-copies ~~from materials~~ may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of **an** item. These include bestsellers or books with recent publication dates, books recently made into movies or featured on popular talk shows, reference materials, local history and genealogy materials, holiday books, and audiovisual materials.
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