AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, JULY 13, 2021
6:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

REPORTS FROM STAFF

1. A report from the Library Director about the progress on the MetroShare Consortium
   Lana Ewell, Director of Library Services
   Andrea Gardner, City Manager
   Raquel Guajardo, Deputy City Secretary

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 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 City Manager to respond to the citizen and report back to the Library Board as soon as practicable. Such report to the Library Board shall not constitute a meeting called by the Library Board nor shall it constitute deliberation or formal action. Individual citizens addressing the Library 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 Library Board and no formal Library 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 Library Board may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Library Board member and the citizen will not count toward the time limit and Library Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

ACTION ITEMS

1. Discuss and consider action to provide a recommendation to the Mayor and City Council to remove Library Advisory Board Member Place 5 for failing to exhibit a general interest in the endeavors of the board
   Lana Ewell, Director of Library Services
   Andrea Gardner, City Manager

2. Discuss and consider action on the May 13, 2021 Library Board Meeting Minutes
   Raquel Guajardo, Deputy City Secretary
   Andrea Gardner, City Manager

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 Friday, July 9, 2021, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

CITY OF WATAUGA, TEXAS

AGENDA MEMORANDUM

DATE: June 18, 2021

TO: Library Board Members

FROM: Lana Ewell, Director of Library Services

SUBJECT: A report from the Library Director about the progress on the MetroShare Consortium

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BACKGROUND/INFORMATION:

With the dissolution of the MetrOpac consortium, the Library Director will report on the progress of forming the MetroShare consortium. The public libraries included in the project are Benbrook, Burleson, Forest Hill, Haltom City, Keller, Richland Hills and Watauga

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Library Board receive the report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Director's Report to the Library Advisory Board Thursday, July 8, 2021

REVIEWED BY:

Lana Ewell, Director of Library Services	Approved - 6/18/2021
Andrea Gardner, City Manager	Approved - 7/9/2021
Raquel Guajardo, Deputy City Secretary	Final Approval - 7/9/2021

Approved as to form for inclusion on Agenda

METRO SHARE

A COMMUNITY OF LIBRARIES

DIRECTOR'S REPORT to the LIBRARY ADVISORY BOARD

Thursday, July 8, 2021

Texas State Library Grant

- On June 8th we were informed that the MetroShare grant application was recommended for funding in state fiscal year (SFY) 2022
- This grant helps fund regional integrated library systems projects

Steps for Implementation

- **March 15th:** Watauga staff exported the first set of WPL data from the Polaris System.
- **April 1st:** All exit letters submitted to FWPL.
- **April-early July:** Weekly virtual project planning meetings with ByWater staff and library staff.
- **July 19-21st:** In person training schedule- Haltom City (19th), Keller (20th), and Watauga (21st) libraries will each be closed on the date indicated for in-person training.
- **August 20-22nd:** Second set of WPL data sent to new ILS. *Limited library service on Friday, August 20th.*
- **August 23rd:** Go live date for new ILS.

A Community of Libraries

- **Benbrook Public Library**
- **Burleson Public Library**
- **Forest Hill Public Library**
- **Haltom City Public Library**
- **Keller Public Library**
- **Richland Hills Public Library**
- **Watauga Public Library**

Any questions?

AGENDA MEMORANDUM

DATE: May 17, 2021

TO: Library Board Members

FROM: Lana Ewell, Director of Library Services

SUBJECT: Discuss and consider action to provide a recommendation to the Mayor and City Council to remove Library Advisory Board Member Place 5 for failing to exhibit a general interest in the endeavors of the board

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BACKGROUND/INFORMATION:

The City's Code of Ordinances Section 20-23 (b) states:

The board shall recommend to the mayor and city council removal of any member who is absent from two consecutive meetings without first notifying the chair or the city secretary's office by 12:00 noon of the meeting date and/or fails to exhibit a general interest in the endeavors of the board. Two consecutive absences by a member, whether or not the member first notifies the chair or the city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the board. Members serve at the pleasure of the city council and may be removed at the discretion of the council.

On May 17, 2021, Kip Woodruff requested an item be included on the next Board Meeting to discuss section 20-23(b) as it relates to the absences and lack of interest in the endeavors of the Board exhibited by Board Member Sharon Subjeck. Ms. Subjeck was appointed to the Library Advisory Board in August 2019 to Place 5. Her current term on the Board expires August 31, 2021.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Library Advisory Board discuss Sharon Subjeck's failure to follow Section 20-23 (b) of the City's Code of Ordinances and make a recommendation consider appropriate to the Mayor and City Council.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

AGENDA MEMORANDUM

None

REVIEWED BY:

Lana Ewell, Director of Library Services	Approved - 7/9/2021
Raquel Guajardo, Deputy City Secretary	Final Approval - 7/9/2021

Approved as to form for inclusion on Agenda

AGENDA MEMORANDUM

DATE: June 15, 2021

TO: Library Board Members

FROM: Raquel Guajardo, Deputy City Secretary

SUBJECT: Discuss and consider action on the May 13, 2021 Library Board Meeting Minutes

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BACKGROUND/INFORMATION:

The May 13, 2021 meeting minutes are attached for Board review and consideration.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Board consider and take action on the May 13, 2021 meeting minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 051321 Library Board Meeting Minutes

REVIEWED BY:

Lana Ewell, Director of Library Services — Approved - 7/8/2021
Andrea Gardner, City Manager — Final Approval - 7/9/2021
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
VIDEOCONFERENCE
MAY 13, 2021
6:00 PM

CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:04 p.m.

ROLL CALL

Kip Woodruff	Chairperson/Place 7
Lindsey Neal	Vice-Chairperson/Place 1
Kristen Chapman	Secretary/Place 6
Sharon Subjeck	Member/Place 5 (Absent with Notice)
Henrietta Egenti	Member/Place 4
Carol Z. Coy	Member/Place3 (Absent without Notice)
Vacant	Member/Place 2

and

Lana Ewell	Library Director
Dana Harper	Adult Services Librarian
Art Miner	Mayor and Council Liaison
Andrea Gardner	City Manager/City Secretary

ANNOUNCEMENTS

None.

REPORTS FROM STAFF

1. Presentation and discussion on sustainability in the Public Library

Ms. Harper presented the report that included an overview of the American Library Association's core values, and how the Watauga Public Library demonstrates sustainability. Ms. Harper also provided information on how libraries can encourage reading without incentivizing through the use of give-away items. She explained how the the ALA and WPL can find new ways to partner with the community.

2. Report and discussion on the Watauga Library Operations

Ms. Ewell reported that the library has officially opened to the public and staff has continued to provide curbside and mobile printing services. The public has been agreeable to the use of the temperature and covid monitoring device in the lobby. The library is open regular hours except for Saturdays.

Ms. Ewell also provided updates regarding the timeline for leaving MetrOPAC stating that Fort Worth is willing to continue the courier service for the MetroShare group until September, but it would not include Fort Worth Public Library material. The members of the new consortium (Burleson, Haltom City, Keller, Richland Hills and Watauga) should

continue to place holds on the new items. As of Monday, June 14, 2021, people will no longer be able to place holds on FWPL material or have them sent to the Watauga location. Also, beginning July 1, 2021, Watauga cardholders will no longer be able to use their cards at Fort Worth Library locations.

Ms. Ewell stated that there has been multiple Bywater meetings and training sessions are scheduled the week of July 19, 2021, in which the library will be closed for staff training. The Summer Reading Program starts June 1, 2021. The first major program is a “Kick -Off” with In-N-Out Burger providing meals. The summer activities will be virtual or held outside of the building. BeanStack and/or the Page Turner programs will be used for virtual events. Storytime in the Park will also start in June.

Chairperson Woodruff inquired regarding Covid procedures in which Ms. Ewell responded that it will not be a problem. Chairperson Woodruff also inquired regarding computers, social distancing, and restrooms. Ms. Ewell responded that computers not in use are powered off, patrons are asked to stay with their family, and restrooms are cleaned daily.

Vice Chairperson Neal asked about the process with the other MetrOPAC libraries that are leaving. Director Ewell explained that MetroShare will be composed of everyone except the Fort Worth Public Library and would officially begin in the Fall.

Ms. Egenti inquired regarding computer usage and sanitation. Ms. Ewell responded that computers cleaned frequently, and keyboard covers are used which make sanitizing easier.

PUBLIC COMMENT

Request to Speak forms were not received.

PUBLIC TESTIMONY FOR ACTION ITEMS

Request to Speak forms were not received.

ACTION ITEMS

1. **Discuss and consider action on the Library Board Meeting Minutes for March 11, 2021**

Vice Chairperson Neal made a motion to approve the minutes of the March 11, 2021, Library Board Meeting. The motion was seconded by Secretary Chapman. As there was no further discussion, Chairperson Woodruff requested the vote be taken by a show of hands. Motion carried 4-0-0-2.

Ayes: Woodruff, Chapman, Neal, Egenti
Nays: None
Abstain: None
Absent: Coy, Subjeck

2. Discuss and consider action to recommend to the City Council a change to the regular Library Board Meeting schedule

Ms. Ewell explained why it would be beneficial to change the meeting day from Thursday to *Tuesday* as it will allow her to attend board meetings without understaffing the library during open hours.

Vice Chairperson Neal made a motion to meet the second Tuesday at 6:00 p.m. in City Hall. The motion was seconded by Director Egenti. As there was no further discussion, Chairperson Woodruff requested the vote be taken by a show of hands. Motion carried 4-0-0-2.

Ayes: Woodruff, Chapman, Neal, Egenti
Nays: None
Abstain: None
Absent: Coy, Subjeck

ADJOURNMENT

Chairperson Woodruff adjourned the meeting at 6:37 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