



**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD
SEPTEMBER 13, 2022
6:00 PM**

CALL TO ORDER

Chairperson Kip Woodruff called the meeting to order at 6:00 p.m.

ROLL CALL

The meeting convened with the following members present:

Kip Woodruff
Lindsey Neal
Kristen Chapman
Pedro Rivera
Ann Rodriguez
Henrietta Egenti
Whitney Isbell

Chairperson/Place 7
Vice-Chairperson/Place 1
Secretary/Place 6
Place 2
Place 3 (Absent)
Place 4
Place 5 (left at 6:28 pm)

and
Jan Hill
Mayor Miner
Lana Ewell
Samantha Ortega

Alt. Council Liaison
Mayor
Director of Library Services
Assistant to the City Secretary

ANNOUNCEMENTS

There were no announcements.

PRESENTATIONS

There were no presentations.

PUBLIC COMMENT

No requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

REPORTS FROM STAFF

1. Library Director's Report

Library Director Ewell reported that the August report was still in process and that September marks the end of the fiscal year. The July report reports the trend that all metrics are showing good progress. Volunteers are still flagging, but that is largely due to the remaining risks of Covid. The August report will likely show smaller growth due to the staff facing a round of Covid and the youth department being in their light season after the busy summer. Adult Services had a very busy month, however, with lots of programming. Director Ewell asked the Senior staff to come to the board meeting to better explain their processes after questions in the previous board meeting.

2. Report from Barbara Goss, Senior Youth Librarian

Ms. Goss gave a thorough report on how Youth Services structures its calendar, budget, and resources. The planning for Summer begins in January and is methodically worked on during the winter and spring months. In particular, Big Vehicle Day requires detailed coordination and donations of time and manpower from many different areas. While these plans are underway, the Youth Services staff are continuing their monthly programming and their weekly programming. Ms. Goss's report included the details, philosophies, and purposes behind their programming choices and the time and staff it takes to create, market, coordinate, and then complete each event.

Board member Whitney Isabell left the meeting at 6:28 pm

3. Report from Dana Harper, Senior Adult Services Librarian

Ms. Harper reported on the weeding process, event planning process, and coordinating volunteers. She took the board through a mock process, explaining how a manual for weeding exists (put out by the Texas State Library and Archives Commission) and how those guidelines would be applied in a few different examples. Ms. Harper expressly stated that this was a thoughtful, nuanced process and that all staff took such guidelines seriously. Vice Chairperson Neal asked what would the checks and balances be if a book were taken out of the library without following the process. Ms. Harper replied that as this would be both an ethics and policy violation, it would be a matter that was turned to the Library Director, City Manager, and Human Resources. She also explained the Challenge process, where the library has given community members an avenue to express their opinions and wishes regarding the material the library holds. Ms. Harper detailed the event planning process and how those programs serve the adults of the community through enrichment, entertainment, and education. These events bring in people not only from Watauga, but from the surrounding areas and those people stay in Watauga to shop and dine, bringing money to the city. GED classes will begin in Watauga after a long break (due to Covid) and those have been very popular in the past. The variety of classes and programs available require a lot of planning and coordinating with other businesses and community groups. Ms. Harper also explained the process of finding experts in their field to come and present and how they choose their programming.

Volunteer numbers have dropped from pre-Covid. The numbers also reflect teen volunteers coming and helping in Adult Services. The auditor report was explained as

"building only" numbers, which explains any discrepancy in what was viewed vs what was reported. With ESL and GED classes beginning, volunteer numbers are expected to rise. At the request of the board, Ms. Harper also gave more details regarding what volunteer areas are needed.

4. Report from Trina Nosenzo, Technical Services Supervisor

Ms. Nosenzo reported on the library's budget and how programming and classes were reflected as a percentage of the whole. She explained how Covid and the dissolution of the consortium with Fort Worth impacted the library's expenditures and the attendance of the events, and what the addition of the GED and ESL classes would do to future numbers.

CONSENT AGENDA

1. Discuss and consider action on the July 12, 2022, Library Board Meeting Minutes

Vice Chairperson Neal made a motion to approve the minutes. Member Rivera seconded the motion.

Motion carried 5-0-0-2.

Ayes, Woodruff, Neal, Chapman, Rivera, Egenti

Nays: None

Abstain: None

Absent: Rodriguez and Isbell

ACTION ITEMS

1. Discussion and action on "Big Vehicle Day"

Discussion was concluded to be unnecessary by Vice Chairperson Neal, who requested the action item, due to Ms. Goss's report explaining the details sufficiently. Director Ewell reminded the board that the construction date for Whitley Road was still in the city's plan and that could still impact Big Vehicle Day in 2023.

2. Discuss and consider action to select Library Services Board officers for the positions of Chair, Vice Chair, and Secretary.

For the position on Chairperson

Vice Chairperson Neal made a motion for Kip Woodruff to remain as Chair. Secretary Chapman seconded. Motion carried.

Yes -Neal, Rivera, Woodruff, Egenti, Chapman

No-0

Abstain -0

Absent: Rodriguez and Isbell

For the position of Vice-Chairperson

Member Egenti made a motion for Lindsey Neal to remain as Vice Chair. Secretary Chapman seconded. Motion carried

Yes -Neal, Rivera, Woodruff, Egenti, Chapman

No-0

Abstain -0

Absent: Rodriguez and Isbell

For the position of Secretary

Vice Chairperson Neal made a motion for Kristen Chapman to remain as Secretary.
Member Egenti seconded.

Yes -Neal, Rivera, Woodruff, Egenti, Chapman

No-0

Abstain -0

Absent: Rodriguez and Isbell

ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

ADJOURNMENT

Chairperson Woodruff adjourned the meeting at 7: 16 pm

Approved: this 10th day of January, 2023

Signed: this 10th day of January, 2023

ATTEST:

Kristen Chapman /s/

Kristen Chapman, Secretary

APPROVED:

Kip Woodruff /s/

Chairperson

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