



MINUTES

**WATAUGA LIBRARY BOARD
REGULAR MEETING
WATAUGA CITY HALL COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 10, 2024
6:00 PM**

CALL TO ORDER

Vice Chairperson Neal called the meeting to order at 6:08 pm.

ROLL CALL

The meeting convened with the following members present:

Kip Woodruff
Lindsey Neal
Kristen Chapman
Sian Brannon
Henrietta Egenti
Whitney Isbell

Chairperson/Place 7 (Absent w/notice)
Vice-Chairperson/Place 1
Secretary/Place 6
Place 3
Place 4 (Absent w/notice)
Place 5

and
Arthur Miner
Andrew Neal
Lisa Benavidez
Lana Ewell

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

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT

No requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

REPORTS

1. Library Director's Report

Lana Ewell presented a report on the library's activities from April to July. Circulation increased by 13.65%, while program attendance was down by 14.89%. However, the

programs that were held saw a slight increase in attendance by 3.56%. Study room usage rose by 25.36%, and volunteer hours were up by 35.19%. The library also saw a 13.18% increase in web page views. Notable summer programs included "Big Vehicle Day," which had 1,206 attendees, a popular snake encounter with 600 participants, and a petting zoo that attracted 418 people.

When asked about the surge in volunteer hours, Lana explained that a majority of the volunteers were youth, although adults also contributed. There were also challenges in running GED and ESL programs, with limited success in finding instructors. Lana shared that there might be a new teacher who could help resolve these issues, though finding qualified instructors has been a struggle, even with partnerships with organizations like Goodwill. The discussion touched on the possibility of collaborating with local school districts or utilizing volunteer teachers to support these programs, though financial constraints and teacher availability continue to be obstacles.

CONSENT AGENDA

1. Discuss and consider action on the May 14, 2024 Library Board Meeting Minutes

Board Member Brannon made a motion to approve the minutes. Board Member Isbell seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,

Nays: None

Abstain: None

Absent: Woodruff, Egenti

ACTION ITEMS

1. Consideration and action on amendments to the Library Confidentiality Policy

Lana Ewell, Library Director presented the item. Ewell discussed an updated confidentiality policy, which involved revising and streamlining several existing policies. Most of the changes aimed to shorten and clean up the documents by removing outdated details and improving terms. The library's confidentiality policy, in particular, was reduced from six pages to two, eliminating unnecessary instructions that were no longer relevant.

Secretary Chapman made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,

Nays: None

Abstain: None

Absent: Woodruff, Egenti

2. Consideration and action on amendments to the Interlibrary Loan Policy

Lana Ewell, Director of Library Services, explained that the changes occurred due to a state-mandated switch in the Integrated Library System (ILS). The document revisions reflect the new system and aim to streamline the content and shorten the text.

Secretary Chapman made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,

Nays: None

Abstain: None

Absent: Woodruff, Egenti

3. Consideration and action on amendments to the Insect Infestation Policy

Lana Ewell, Director of Library Services, introduced a new policy being implemented by many libraries nationwide in response to issues with insects being in returned books. Haltom City recently passed a similar policy. The goal is to establish a structured approach for handling these situations. Ewell also provided additional documents to offer more context on the issue.

Board Member Isbell made a motion to approve the amendments as presented. Secretary Chapman seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,

Nays: None

Abstain: None

Absent: Woodruff, Egenti

4. Consideration and action on amendments to the Circulation Policy

Lana Ewell, Director of Library Services, explains that the circulation policy document has been streamlined, reducing it from seven pages to three by refining the terminology while preserving its functionality. There was a discussion and clarification regarding the expiration of the teacher card, which is valid for the school year. Cathy Nguyen clarified that the teacher card typically expires at the end of the school year (from September to May), but for teachers involved in summer school, it extends until the end of the summer session (usually May to August).

Board Member Brannon made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,

Nays: None

Abstain: None

Absent: Woodruff, Egenti

ITEMS FOR FUTURE AGENDAS

There were no Items for future agendas

ADJOURNMENT

Vice Chairperson Neal adjourned the meeting at 6:28 p.m.

Approved: this 14th day of January, 2025

Signed: this 14th day of January, 2025

ATTEST:

Kristen Chapman /s/


Kristen Chapman, Secretary

APPROVED:
Kip Woodruff /s/
Chairperson