

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
January 13, 2014
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 4:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Review and approve minutes of last board meeting

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Elections of officers
- B. Review and revise library's Circulation Policy

VI. REPORTS/ANNOUNCEMENTS

- A. Director will update board on the new consortium with Arlington and Mansfield Public Libraries.

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirimo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the January 13, 2014, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.



Gwen Bevil, Library Director



Date: January 13, 2014

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review and approve minutes of last board meeting

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:

1.	November 11, 2013 Board Meeting	BoardMinutesNov2013.doc
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Kennedale Public Library

Library Board Meeting Minutes

November 11, 2013

I. Call to order

Chairman Rebecca Clark called the meeting to order at 4:30 pm.

II. Roll Call

Members present and signed in: Gwen Bevill, Library Director; Rebecca Clark, Chairman; Elaine Brower; Sharon Dehnel; Don Rawe

Members Absent: Shirley Jackson

III. Minutes for Previous Meeting

The members reviewed the minutes from the October 21, 2013 meeting. **Motion** To approve, **Action** Approve, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board.

V. Regular Items

A. Election of Officers

VI. Reports/announcements

A. Update the board on current consortium memberships.

Gwen updated board on the Arlington-Mansfield partnership. Since the City Council passed the proposed budget that included the necessary funds that the library needed to migrate into the Arlington-Mansfield automation system, then new consortium will move forward starting in January.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Elaine Brower. Motion Passed Unanimously.

The meeting was adjourned at 5:15 pm. Next meeting was set for January 13, 2014 at the usual 4:30 pm time.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



Date: January 13, 2014

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Elections of officers

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:



Date: January 13, 2014

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Review and revise library's Circulation Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:

1.	Library's Circulation Policy	Circulation policy.doc
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Kennedale Public Library

Circulation Policy

Library Cards

Library cards may be issued to any adult, 18 years of age or older. A photo identification plus proof of current address will be required at time of application. The legal guardian who has made application shall be responsible for all minors listed on the application. One patron number will be assigned to each person listed on the application and each will receive an individual library card. Personal information acquired by library staff will be considered private and confidential.

Check Out of Materials

Materials may be checked out by those patrons holding a valid library card in good standing from the Kennedale Public Library. Three (3) items may be checked out per person per card number at one time; however the library reserves the right to limit the number of titles borrowed, especially in certain high demand subject areas, academic required reading, or holiday books. The standard periods of time for check-out are as follows:

Books	14 days
VHS/DVDs	14 days
Audios	14 days
Other	14 days

The checkout of books and audio books may be extended up to a maximum of 6 weeks, unless reserved for another patron or on the school's required reading list. Material marked as "Reference" may not be checked out.

Reservation of Materials

Patrons may place reserves on three (3) items. Queues shall be maintained by the Library's automation system on a first come, first served basis. Patrons shall be notified of materials waiting for pick-up. The patron shall have three (3) Library business days to pick up the material. Once the time has expired, the hold shall be canceled and the next patron in the queue will be notified of the material's availability, or the materials will be returned to the shelves or to the library that sent the material as a loan. Materials on reserve by another patron or library shall not be renewed.

Overdue Materials

Materials not returned by the due date will be considered overdue. The patron who last checked out the materials will be held responsible for the fines. Fines will be assessed at the rate established by city ordinance, with the maximum fine equaling to but not exceeding the price of

the materials as indicated in the Library inventory. These fines must be paid prior to checking out additional materials or using the public computers, unless special arrangements are made with the Library Director.

Damaged or Lost Materials

Materials that are not returned to the Library within 30 days after the due date will be considered lost. Materials that are returned in such disrepair that the Library cannot allow further use will be considered lost. Lost materials will result in charges equal to the price of the materials as indicated in the Library inventory.

Materials that are damaged or dirty, but still deemed usable, will be evaluated and fees will be based on the cost of repairs.

The patron who last checked out the materials will be held responsible for all charges and payment will be non-refundable. These fees must be paid prior to checking out additional materials unless special arrangements are made with the Library Director.

Effective Date _____ (revised and approved on 11/12/12)

Approvals:

Library Director

Library Advisory Board Representative



Date: January 13, 2014

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Director will update board on the new consortium with Arlington and Mansfield Public Libraries.

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments: