

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
November 12, 2012
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 4:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Approve minutes from September 10, 2012

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. Review Library's Circulation Policy

VI. REPORTS/ANNOUNCEMENTS

- A. Update Library Advisory Board on existing consortiums

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 November 12, 2012, 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: November 12, 2012

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Approve minutes from September 10, 2012

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

See attachment of last minutes

IV. Recommendation:

Approve

V. Attachments:

1.	Minutes for September 10,2012	BoardMinutesSep2012.doc
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Kennedale Public Library

Library Board Meeting Minutes

September 10, 2012

I. Call to order

Chairman Rebecca Clark called the meeting to order at 4:40 pm.

II. Roll Call

Members present and signed in: Chairman Rebecca Clark, Elaine Brower, Don Rawe, Shirley Jackson and Library Director, Gwen Bevill

Members Absent: Sharon Dehnel

III. Minutes for Previous Meeting

The members reviewed the minutes from the July 09, 2012 meeting. No corrections were presented. **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. Review contact information for board members as requested by city secretary.

Each board member reviewed the contact information and made corrections as necessary. Gwen will return the document to the city secretary.

B. Review and sign the Interlibrary Loan Policy

The board reviewed the revised policy to borrow materials from other libraries for use by local library patrons. They agreed that Gwen had made the necessary changes. Since the motion had been approved at the July meeting, the Chairman and the Library Director signed the revised policy.

C. Review and revise TexShare Card Policy

The board had made any necessary changes during the July meeting and had moved to approve at that time. With this review, the Chairman and the Library Director signed the updated document

D. Review and revise the Rules of Conduct

The board did not find any changes necessary at this time. With this review, the document stands as approved on October 14, 2008.

VI. Reports/announcements

A. Update the board on current consortium memberships.

The North Texas Library Consortium (Evergreen) is going very well. Gwen has been elected as Chairman of the Board for this group and said that they have one additional small library that is interested in joining the group. The new library is waiting for approval by their city's legal counsel before their city council gives their final approval for membership. Library Director, Gwen Bevill updated the board on the North Texas on the Go (Overdrive) consortium. This contract is up for renewal by the end of this year.

The eBook Platform group that is headed up by Fort Worth Public Library and North Texas Library Partners is moving along well and could go live by the end of the year. Gwen also gave the advisory board information about a grant that the Arlington Public Library received to investigate the possibility of adding the Kennedale library and the Grand Prairie library to their existing partnership of Arlington Public and Mansfield Public Libraries. This group will be meeting throughout the fall to facilitate this initiative.

B. Update the board on the summer programs.

Library Director, Gwen Bevill reported that 43 children actively participated during the summer reading program. This resulted in 575 books being checked out by these children up to the age of 6 and it resulted in 41,759 minutes or 696 hours of reading time for kids between the ages of 7 and 13. She felt that we have not had as many kids as could be involved and Chairman Rebecca Clark suggested a closer relationship with the local schools might result in a greater participation in the future. Gwen said she would check into that possibility.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Shirley Jackson. Motion Passed Unanimously.

The meeting was adjourned at 5:30 pm. Next meeting was set for October 8 at the usual 4:30 pm time.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



Date: November 12, 2012

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review Library's Circulation Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Time to review current Circulation Policy

IV. Recommendation:

Approve

Amend

V. Attachments:

1.	Circulation Policy	Circulation policy.doc
2.	Proposed changes for Circulation Policy	Circulation policy proposed changes Nov2012.doc

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	7 days
Audio books	14 days
Other	14 days

The check out 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 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. Materials on reserve 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, 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 _____ (approved on 04/02/07)

Approvals:

Library Director

Library Advisory Board Representative

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:

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Audio books	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 _____ (approved on 04/02/07)

Approvals:

Library Director

Library Advisory Board Representative



Date: November 12, 2012

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Update Library Advisory Board on existing consortiums

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Current status of Evergreen consortium, Overdrive consortium and new pending agreement with Arlington

IV. Recommendation:

None

V. Attachments: