



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES

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MEETING

LANCASTER VETERANS MEMORIAL LIBRARY ADVISORY BOARD

Thursday, May 21, 2015, 6:30 p.m.

MINUTES

The Members of the Lancaster Veterans Memorial Library Advisory Board met Thursday, May 21, 2015 at 6:30 p.m. at the Lancaster Veterans Memorial Library (Conference Room), 1600 Veterans Memorial Parkway, Lancaster, TX 75134.

Lancaster Veterans Memorial Library Advisory Board Members Present: Quinnest R. Banks, Tiffany Devereaux, Angela McCowan, and Sonja L. Shipp

Lancaster Veterans Memorial Library Advisory Board Members Absent: Carolyn L. DeLoach, Anne Ordone, and Desarea Bradley

City Staff Present: Sean Johnson, Managing Director of Quality of Life and Cultural Services; Raquel Hewitt, Library Manager; and Cynthia D. Williams, Administrative Secretary

I. Call to Order

The Lancaster Veterans Memorial Library Advisory Board Vice-Chair, Quinnest R. Banks, called the Meeting to order at 6:44 p.m.

II. Consider Approval of Meeting Minutes (March 19, 2015)

Ms. Devereaux made a motion seconded by Ms. McCowan to approve the Minutes of the March 19, 2015 Meeting as written. The motion carried unanimously.

III. Library Annual Report and State Accreditation – Sean Johnson, Managing Director

Mr. Johnson gave an update on the State Annual Report, which consists of monthly, quarterly statistics (i.e., patron visits, circulation, program offerings, etc.) which insures accreditation with the Texas State Library. Mr. Johnson also gave an update on the Maintenance of Efforts which consist of how much was spent last fiscal year on library services per capita (direct and indirect cost).

There was further questions/discussion.

IV. 2nd Quarter Statistics (January, February, and March) – Raquel Hewitt, Library Manager

Ms. Hewitt gave an update on statistics that assist in the preparation of our Annual Report to the State Library. Statistics include hours of operation, general reference questions, and computer usage. We show the programs that we offer as well as our interlibrary loan statistics.

There was further questions/discussion.

V. TSLA Cooperative/Impact Grant Update – Sean Johnson, Managing Director

Mr. Johnson gave an update on the two grants received from the Texas State Library. The Cooperative Grant consists of the Media Camp Program where in which we purchased MAC computers, and the cameras for the video and audio editing. We have to move quickly to get all of the funds expended. Staff is researching the purchase of cabinets to secure cameras as well as installing tracking devices on the Macs.

Mr. Johnson reported that that Program is going well. We had two sessions already this spring. We will have two more this summer.

Mr. Johnson reported that the Impact Grant provided a program where staff will teach the community how to use various E-reader devices. Staff purchased several devices, trained staff, and those programs are going well. We still have a lot of room for growth with those program offerings and asked the Board to assist in getting the word out about these wonderful programs.

There was further questions/discussion.

VI. First Take Media – Raquel Hewitt, Library Manager

Ms. Hewitt gave an update on the 1st take Media Camp program and showed videos created by the participants this spring.

There was further questions/discussion.

VII. Texas Book Festival Grant Update – Raquel Hewitt, Library Manager

Ms. Hewitt reported that we received a \$2,500 grant. We are going to use it to enhance our African American Author collection. With that money, we are also going to try to get more books as well as eBooks in our collection as well.

There was further questions/discussion.

VIII. Policy Review Discussion – Sean Johnson, Managing Director

Mr. Johnson gave an update on the existing Library policies and encouraged the Board to review the Policies at their leisure and provide any feedback on items that needed consideration.

There was further questions/discussion.

IX. Set Date and Agenda of Next Meeting

- **Joint Meeting with the Lancaster Recreational Development Corporation (LRDC) Type B:
Monday, August 17, 2015**
- **First Take Media Camp Update**
- **Summer Reading Club Update**
- **Geek the Library Update**

X. Adjournment

Ms. McCowan made a motion seconded by Ms. Devereaux to adjourn. All present approved and the meeting adjourned at 7:27 p.m.

ATTEST:



Cynthia D. Williams, Administrative Secretary

APPROVED:



Quinnest R. Banks, Vice Chair
Lancaster Parks and Recreation Advisory Board