

AGENDA
City of Dickinson
**LIBRARY ADVISORY
BOARD MEETING**

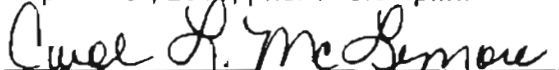
OCTOBER 5, 2010

NOTICE is hereby given of a **MEETING** of the Library Advisory Board for the City of Dickinson, County of Galveston, State of Texas, to be held on **TUESDAY, OCTOBER 5, 2010**, at **6:00 p.m.** at: Dickinson Public Library, 4411 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The Library Advisory Board of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- ITEM 1.) CALL TO ORDER AND ESTABLISHMENT OF A QUORUM**
- ITEM 2.) PUBLIC COMMENTS:** At this time, any person with Library-related business may speak to the Board. In compliance with the Texas Open Meetings Act, the Board may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**
- ITEM 3.) ANNOUNCEMENTS AND/OR COMMENTS BY MEMBERS OF THE BOARD**
- ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of Minutes of September 7, 2010 Regular Meeting.
- ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Clarification of Library Advisory Board Members' Terms of Office and Start/Stop Dates.
- ITEM 6.) BRIEFING AND DISCUSSION CONCERNING:** Viewing of New Power Point Presentation
- ITEM 7.) BRIEFING AND DISCUSSION CONCERNING:** Library Director's Report
 - A. Statistics for September, 2010
 - B. Report of Upcoming Events at the Library
- ITEM 8.) ADJOURNMENT**

CERTIFICATION

This is to certify that a copy of the Notice of the Library Advisory Board Meeting for **Tuesday, October 5, 2010**, was posted on the bulletin board at City Hall, 4403 Highway 3, Texas, on this **26th** day of September, 2010, prior to 6:00 p.m.


Carol L. McLemore, City Secretary



In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending Library Advisory Board Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190.

**CITY OF DICKINSON, TEXAS
LIBRARY ADVISORY BOARD
ATTENDANCE LIST**

MEETING DATE: October 5, 2010

COMMITTEE MEMBERS

PRESENT

ABSENT

WINNIE ALLEN

MARGARET CARNEY

ELLIE CHILDS

HERB KAVANAUGH

DEANNA RAPP-WILLIAMS

TOM RODRIGUEZ

ADRIANA SIMSEN

STAFF MEMBERS

PRESENT

ABSENT

VICKI MCCALLISTER

MINUTES

City of Dickinson
**LIBRARY ADVISORY
BOARD MEETING**

SEPTEMBER 7, 2010

The Dickinson Library Advisory Board met in a duly called and announced **REGULAR MEETING** on **TUESDAY, SEPTEMBER 7, 2010**. The meeting was held in the Community Room of the Dickinson Public Library located at 4411 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

Margaret Carney called the meeting to order at 6:02 p.m. The following members were present which created a quorum: Margaret Carney, Ellie Childs, Herb Kavanaugh, Adriana Simsen, Winnie Allen and Library Director Vicki McCallister.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Election of Officers

The Library Director reported that two positions, Chair and Vice Chair, needed to be filled. The floor was opened to nominations. Ellie Childs nominated Margaret Carney for Chair. The motion was seconded by Adriana Simsen and passed unanimously. Margaret Carney nominated Adriana Simsen for Vice Chair. Herb Kavanaugh seconded the motion and it was approved by unanimous vote.

ITEM 3.) PUBLIC COMMENTS: There were no public comments.

ITEM 4.) ANNOUNCEMENTS AND/OR COMMENTS BY MEMBERS OF THE BOARD

Ellie Childs commented on George Pulliam's resignation and expressed appreciation for his contributions to the board.

ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Minutes of June 1, 2010 Regular Meeting.

All members received a copy of the minutes and they were approved as distributed with no objections.

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Proposed Dickinson Public Library Strategic Plan 2011-2016.

Library Director Vicki McCallister reviewed the Library's proposed 2011-2016 Strategic Plan with the Board Members. The Board discussed the plan and it was the consensus of the Board that the Book Mark Contest be added under Programs and Services. Margaret Carney requested that the Power Point Presentation be shown at the October Board Meeting. Winnie Allen made a motion to approve the Strategic Plan with the addition of the Book Mark Contest. Herb Kavanaugh seconded the motion and it was approved by unanimous vote.

ITEM 7.) BRIEFING AND DISCUSSION CONCERNING: Library Director's Report

A. Statistics for May, June, July and August, 2010

Ms. McCallister noted that the months of June and July are traditionally the busiest and have the largest checkouts of the year. She did note that the audio book circulation was down in August and that the Library Staff would be monitoring that in the coming months.

B. Report of Upcoming Events at the Library

The Library Director informed the Board of times and days of the Pre-school Story Times and the Readers' Round Table in September.

ITEM 8.) ADJOURNMENT

Since there was no further business, Chair Carney adjourned the meeting at 7:32 p.m.

PASSED, APPROVED AND ADOPTED this 5th day of October, 2010.

Margaret Carney, Chair

ATTEST:

Winnie Allen, Secretary

MINUTES

City of Dickinson
**LIBRARY ADVISORY
BOARD MEETING**

NOVEMBER 3, 2009

The Dickinson Library Advisory Board met in a duly called and announced **REGULAR MEETING** on **TUESDAY, NOVEMBER 3, 2009**. The meeting was held in the Community Room of the Dickinson Public Library located at 4411 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

Chairman George Pulliam called the meeting to order at 6:00 p.m. Members present were Winnie Allen, Margaret Carney, Ellie Childs, Matt Falco, George Pulliam, Jim Richard and Tom Rodriguez. Staff members present were Library Director Vick McCallister. A quorum was present.

ITEM 2.) PUBLIC COMMENTS: At this time, any person with Library-related business may speak to the Board. In compliance with the Texas Open Meetings Act, the Board may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

Chairman Pulliam recognized Bill Kongable, and gave him an opportunity to speak to the Board by giving a brief history of the Library. Mr. Kongable has been a strong voice and instrumental in developing the Library before it became part of the City of Dickinson.

Mr. Kongable suggested that we make the Library the best as possible. Although the City is funding the Library, he suggested that the Board

- stay after them to keep the funding possible
- visit other Cities and see how they get support
- compare what each City spends on Library services
- learn where we stand in the County in comparison to the other Libraries
- have evidence to support our plea
- build community support

Chairman Pulliam invited Mr. Kongable to come back as an agenda item to have more than three minutes to give us a history of the Library, and how he can support for the Library Advisory Board with his input.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of Minutes of October 8, 2009 Initial Meeting

All members received a copy of the minutes. An approval of the minutes passed as presented with no objections.

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Selection of Board Members to Serve in Odd and Even-Numbered years

The following Board members will serve two years in EVEN numbered years:

Ellie Childs, George Pulliam, Jim Richard and Tom Rodriguez.

The following Board members will serve three years in ODD-numbered years:

Winnie Allen, Margaret Carney and Matt Falco

ITEM 5.) BRIEFING AND DISCUSSION CONCERNING: Orientation and Report by the Librarian

Chairman Pulliam asked all members to familiarize themselves with the duties of the Library Advisory Board by reading the Ordinance 678-2009, section 110-2 through 115, and the Texas Advisory Handbook by reading pages 1 through 16, before the next meeting. He said that if anyone needs a copy of the above, they may be obtained from the City Secretary.

Vicki McCallister showed everyone a copy of the handbook and gave a brief summary of Section 4 - Policies and Procedures. Ms. McCallister stated that the previous Librarian had a policy but no handbook. She has an outdated Employee handbook (March 2008) listing the employees and their duties. She stated that if she is ever unavailable, her staff would be capable of helping in their areas of expertise. The Library currently has two full time employees and five part-time employees. Ms. McCallister will try to get two more full times employees in the future

Ms. McCallister suggested that the Board consider quarterly reports to the City Council on the progress of the Library; call other libraries to see how their Boards operate; keep a list of what the Board thinks is important to the Library and the Library in the community; prioritize the list; and visit the City's website

Chairman Pulliam asked that be an item on the next agenda to visit other Advisory Boards.

Ms. McCallister offered the following information:

- *There's an Inter Library Loans system that is a national system that will try to find books on any subject where it can be available at local libraries.*

- Statistical information on Galveston County Library System known as GALCO – there are eight (8) libraries in Galveston County that part of the GALCO system (La Marque, Texas City, Santa Fe, Hitchcock, Galveston, League City, Dickinson and Friendswood).
- The Library was established in 1964 before the City was incorporated and started collecting funds. Bill Kongable will give history on the start of Library.
- Library Programs and Services includes: story time two times per week – will put out calendar/flyer soon
- Cost to use Library Community room requires a \$100 deposit (will get back), with a fee of \$55 for first hour and \$35 per hour for each additional hour
- There are currently 16 stations and nine computers

A tour of the library was given by Library Director Vicki McCallister.

ITEM 6.) ADJOURN

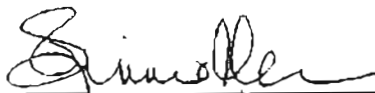
Since there was no further discussion, Matt Falco made a motion to adjourn the meeting at 7:00 p.m. The motion was seconded by Ellie Childs. it carried by unanimous vote.

PASSED, APPROVED AND ADOPTED this the 1st day of December, 2009.



 George Pulliam, Chairman

ATTEST:



 Winnie Allen, Secretary



**ADVISORY BOARD MEMBERS
DICKINSON PUBLIC LIBRARY**

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