

**Minutes of the Library Board**  
**Keller Texas**  
**Monday, October 7, 2024**

**A. CALL THE MEETING TO ORDER- Mona Ford, Chairman, Keller Public Library Board at 7:00 P.M.**

**Members Present:** Mona Ford—Chairman, Mary Vermette --Vice Chairman, Karen Hibbs, Michelle Hur, Rick Peters, David Russell, Jennifer White--Secretary **Alternate:** Jill Foley

**Members Absent:** Laura Alexander

**Others Present:** Ann Flournoy--Library Director, Binlit Mathew- Citizen

**B. MINUTES CONSENT**

1. David Russell moved to approve the minutes of the Keller Library Board meeting August 5, 2024 as written. Rick Peters seconded the motion. It was passed.

**C. NEW BUSINESS**

1. **October Events & Calendar Review-** Focus of the month is Halloween. Currently in the middle of a Family Place series featuring several professionals in attendance. Attendance has been approximately 25 babies/caregivers.
2. **Board Member Announcement-** Mary Vermette is stepping down from the Board next month after 8 years of service. Jill Foley will move into the vacant position & a new alternate will be appointed by the City Council.
3. **New Furniture-** New furniture was installed in the Teen area of the library including dry erase tables. It was an end of fiscal year purchase. This furniture is already being heavily enjoyed!
4. **Library Card Sign Up Month Initiatives-** September is National Library Card Sign Up month. Goal is to acquire more users or refer people to sign-up. KPL had 4 local sponsors for prizes. 202 new sign-ups, 9 referrals, 14 people showed their card, & 1 person posted a picture of their card on social media totaling 226 participants!

**D. DISCUSSION**

**1. Friends of the Library Report-**

- a.Meeting was held on September 19<sup>th</sup>. Wendy Dunn requested \$5500 for chess program geared for 5-12yr olds. This funding would include a coach for the 10 week classes. This was approved. Half Priced Sale is planned for early December. Karen Hibbs encouraged attendance at Wine Wednesday at FNG on November 6<sup>th</sup> at 5:30 p.m. benefiting FOL.

**b.Expense Report for September:**

**Income**

Book Shop Sales	\$ 1,699
Pop-Up Book Shop Sales	34
Contributions (shop & library)	33
Membership Dues	15
Grant Income	931
Miscellaneous Income	16

Interest Earned	<u>27</u>
Total Income	\$ 2,755
<b><u>Expenses</u></b>	
Supplies & Materials	\$ 81
Miscellaneous Expenses	55
Depreciation	<u>171</u>
Total Expense	<u>252</u>
Net Income	\$ 2,503
Total Assets & Total Liability/Equity	\$50,649

2. **Sensory Room Project Update-** Ann Flournoy gave a presentation about the Sensory Room. She reminded that this project was funded solely by Grants and no tax dollars were utilized. Currently the Sensory Room is booked 50% of the time with numerous repeat families. She plans on re-evaluating the availability and needs in 6 months. 1 Person was in attendance who gave the Board feedback about his family’s personal experience with the Sensory Room.
3. **Update on Patron Feedback Form-** Ann Flournoy showed 2 different signs with QR Codes that are displayed throughout the library specifically for patron feedback. Orange signs are for General Library Feedback, while Blue signs are for programming feedback. Quarterly reports will be compiled about these form usages.
4. **August & September Monthly Statistics Review-** September was end of Fiscal Year. Ann Flournoy reviewed the FY24 Snapshot with the Board. Visits increased 12% YTD, Borrows (physical & digital) increased 2% YTD, Wi-Fi Connections increased 74% YTD, however Programs decreased 5% YTD. Ann said that number still reflected an average of 38 people per program in attendance. Public Meeting room usage averaged 1 per day.
5. **Staff Development-** KPL held a Staff Development Day on August 8<sup>th</sup>. They focused on team building, CERT Fire Extinguisher Training, Emergency Training, Sensory Room Training, as well as Staff Summer Reading Program Awards.

**E. CITIZENS TO BE HEARD:** Binlit Mathew shared feedback about his family’s use of the Sensory Room. His son is Austic and was appreciative that this resource is now available at KPL. He was initially referred by Keller ISD. He had the following suggestions for room improvements that he felt could result in an appeal to a broader range of families.

- a. Add some toys for tactile use to shift focus away from buttons & electronics. Suggested Volunteers aid in sanitization of the additional items.
- b. Suggested opening the room to multiple families to increase interactions & support.
- c. Suggested opening additional days/times- potentially on weekend.
- d. Board Response- Jill Foley suggested that Ann Flournoy reach out to families that have already utilized the Sensory Room to gain their feedback as well. Ann Flournoy will do so and report back to the Board.

## F. ADJOURN

1. Rick Peters moved to adjourn, and Michelle Hur seconded the motion at 8:05 P.M.

Respectfully submitted by,  
Jennifer White