

**Minutes of the Library Board**  
**Keller Texas**  
**Monday, February 7, 2022**

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

**Members Present:** Mona Ford--Chairman, Karen Hibbs, Michelle Hur, Rick Peters, Mary Vermette--Vice Chairman, Jennifer White, **Alternates:** David Russell & Katelyn McCormack.

**Absent:** Patty Alexander--Secretary

**Others Present:** Jana Prock--Library Director

**B. CONSENT**

1. Mary Vermette moved to approve the minutes of the Keller Library Board meeting January 3, 2022, as written. Rick Peters seconded the motion. It was passed.

**C. REPORTS**

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

- a. FOL met January 20, 2022.
- b. Discussed about upcoming move.
- c. Eillen Miller stepping down as manager, a Committee will be formed to act as FOL store manager moving forward.
- d. Expense Report for May:

**Income**

Book Shop Sales	\$ 1436
Consignment Sales	150
Pop-Up Book Shop Sales	115
Contributions	98
Membership Dues	35
Interest	<u>1</u>
Total Income	\$ 1835

**Expenses**

Volunteer Recognition \$	60
Supplies	16
Miscellaneous	<u>42</u>
Total Expense	<u>118</u>
Net Income	\$1717

**D. ADMINISTRATIVE COMMENT**

1. **Oath of Office Certificates-** Distributed to David Russell, Katelyn McCormack, and Jennifer White.

2. **Library Statistics:** Library statistics for the month of January included:
  - 11,560 walk in and drive up visits
  - 26,761 check outs
  - 73 programs with 1,321 participants
  - 3,190 questions answered
  - 1,300 items added to circulation
  - 80,000 total items in circulation
3. **Library Employee Update:**
  - a. Keller Library received Texas Municipal Library Association's Achievement of Excellence in Libraries for the 12<sup>th</sup> year in a row. Keller Library is one of only 59 libraries out of 561 total in Texas to receive this award. This is in part due to the community & award winning staff.
4. **Keller Public Library Calendar:**
  - a. The Calendar for February is focused on celebrating Black History. Programs are available for patrons of all ages. Book Clubs are available for teens and adults. Home Bound Delivery services have been a welcomed addition.
  - b. One Book, One City- Many invites are available in card, flyer, & bookmark format. Various events are being held March 20-22<sup>nd</sup>
5. **Library Hours Update:**
  - a. The Keller Library will begin a 3-month pilot program on Saturday, February 25, 2022. The new hours will meet the needs of the community by maximizing coverage during busiest hours & devoting more staff work hours to public facing work.  
M,T,W 9:30a-7p Th,F,Sat. 9:30a-6p CLOSED Sunday
6. **Library Committees Update:**
  - a. Lisa Harper Wood StoryWalk Committee- Plans have been approved. Meeting planned next week to determine vendor selections.
  - b. Bookstore Advisory Committee- Meetings are ongoing as they determine what space is needed by Library staff for activities/events, as well as FOL Bookstore needs.
  - c. Mary Vermette- inquired if Keller Library had any additional requests/concerns for reconsideration of Library materials. Jana Prock said there were none.
  - d. Michelle Hur- inquired about the January Library Monthly Report Non-Resident Fees Collected. Jana Prock informed that the 148% change from previous year was due to non-resident library cards as well as fees for missing books.

## **E. CITIZENS TO BE HEARD: None**

## **F. ADJOURN**

1. David Russell moved to adjourn, and Michelle Hur seconded the motion at 7:19 P.M.

Respectfully submitted by,  
Jennifer White