

**Richardson Public Library Board**  
**Library Millwood Creek Conference Room – L128**  
**Wednesday, July 10, 2024**  
**6:30 PM**

**MINUTES**

Chair Cathy Ziegler called a regular meeting of the Richardson Public Library Board to order at 6:30 pm in in the Library's Millwood Creek Conference Room #L128, 2360 Campbell Creek Blvd., Suite 500, Richardson, TX. A quorum was present.

Members present: **Cathy Ziegler, Traute Malhotra, Hawana Townsley, and Patricia Mulvihill**

Others present: **Jennifer Davidson**, Director of Library Services  
**Vrena Patrick**, Assistant Director of Library Services  
**Shelley Billings**, Secretary

**Visitors:** Keri Samples, Community Services Supervisor

A motion was made to approve the May meeting minutes and the minutes were approved.

**Director's Report:**

Renovation

Now that the asbestos abatement is complete and the demolition is almost complete, work on the drive-up book drop and the preparation for the new entrance is anticipated. Two art finalists for the Library's public art have been chosen and are awaiting approval.

Statistics

The visitor, circulation and program participation numbers surged in May due to the Library's presence at the Wildflower Festival and the large influx of patrons taking refuge in the Library, seeking cool air and ways to charge their devices, after the late May storm. June statistics also increased with many attending summer programs.

Program Highlights

The Youth Summer kick-off, and several Adult Services programs have been very well-attended, even prompting requests for repeat performances. The Youth Services staff visited many RISD schools in May to promote the Summer Reading Club (SRC) and both youth and adults are enrolling and completing the SRC challenge.

Upcoming Youth Summer Programs

Many summer programs are still upcoming for the 2<sup>nd</sup> half of summer for all age groups, both in the Library and off-site.

Upcoming Adult Summer Programs

The calendar has many programs remaining this summer covering the arts, science, history and more.

Outreach

R.O.V.E.R. was announced as the name for the Library's Outreach van. The Outreach team is currently active preparing for various opportunities over the next month.

Other Library News

- The Library collaborated with the Parks and Recreation Department and the Counseling Place for programs.
- The Council will be working on the City Budget in August.
- Events to promote this year's Richardson Reads One Book choice continue through September.

#### Upcoming Dates to Note

- The Library is closed for Staff In-Service Day in August and Labor Day in September.
- The next regular board meeting is scheduled for Wednesday, September 11th, 2024, at 6:30pm.

A picture presentation, showing "before and after" Library demolition pictures, followed the Director's Report.

#### **Old Business:**

##### Approve Revised Collection Development Policy

Assistant Director Patrick reminded the Board of the scope of the revisions made to the document. The Library Board discussed placing the entire Library Policy online, a vote was taken, and it was approved.

The following changes are to be made to the Collection Policy:

- Reference to Christian fiction changes to religious fiction
- All sections named "Selection Plan" are changed to "Selection Tools"
- The "Selection Tools" section description was changed to reflect current selection resources.

A vote to accept the Collection Development Policy, with the changes mentioned, was taken and approved.

#### **New Business:**

##### Keri Samples, Community Services Supervisor

Supervisor Samples gave a digital presentation introducing her marketing staff, their backgrounds and responsibilities. She explained the department's overall responsibilities are to promote Library programming through flyers, posters and social media as well as contribute to the Library's over-all aesthetic.

**City Council Liaison:** None

#### **Miscellany:**

Future meeting agenda items requested:

- Library budget status
- Changing the Library Board meeting frequency to quarterly

The meeting was adjourned at 7:56pm.

Respectfully submitted,  
Shelley Billings

