

MINUTES
North Texas Regional Library System
Board of Directors Meeting
August 28, 2003

The North Texas Regional Library System Board of Directors met on August 28, 2003, at 10:30 a.m. in the System office meeting room, at 6320 SW Blvd., Ft. Worth, TX 76109.

Board Members Present: Randy Shaeffer, Chair, Region 4
Barbara Chayer, Secretary, Region 7
Harry Dulin, Treasurer, Region 6
Philip Herskowitz, Region 2
Margaret Irby Nichols, Region 3
James McMillen, Region 5
Lynne Handy, Executive Director, *ex-officio member*

Board Members Absent: Irene Lambert, Vice-Chair, Region 1

NTRLS Staff Present: Samantha Edwards, Office Coordinator
Adam Wright, Technology Consultant
Tom Lambe, Contractual Accountant

Guests Present: Linda Hughes, Wichita Falls Public Library
Judy Whitt, Azle Public Library

A. CALL TO ORDER

Chair Randy Shaeffer called the meeting to order at 10:30 a.m.

B. CONSENT AGENDA:

1. CONSIDER APPROVAL OF JULY 24, 2003 BOARD MEETING MINUTES

Margaret Irby Nichols moved to approve the July 24, 2003 minutes. Phil Herskowitz seconded. The motion passed.

2. APPROVAL OF EXECUTRAIN AGREEMENT

3. APPROVAL OF BRODART AGREEMENT

4. APPROVAL OF ANNUAL CONTRACT FOR ACCOUNTANT

5. APPROVAL OF CONTRACTS WITH THE TEXAS STATE LIBRARY

a. SYSTEM GRANT

b. TANG GRANT

6. APPOINTMENT OF FY 2004 COMMITTEE MEMBERS

Phil Herskowitz moved to approve consent agenda items 2 through 6. Margaret Irby Nichols seconded. The motion passed.

C. BOARD REPORTS

Jim McMillen reported that Arlington Public Library was facing more budget cuts. Barbara Chayer reported that there are still attempts to close Cleburne Public Library in its present location. She reported that this will be a hardship for patrons that walk and ride their bikes to the library.

D. EXECUTIVE DIRECTOR'S ADMINISTRATIVE REPORT

Meeting with REFORMA Members...REFORMA is the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking. On July 29, Robert Delorimiere and I met with Ramiro Salazar, Director of the Dallas Public Library, and two staff members (one of whom is the outgoing president) to discuss a grant proposal for Spanish language materials rotating collections, which would be delivered to five rural libraries. I wrote the proposal and sent it to Ramiro, who offered to review the proposal.

Cheryl Duke, Sales Representative, Brodart, Inc...On August 4, Amanda Barrera and I met with Cheryl Duke to discuss Brodart's services to member libraries. Cheryl will present a workshop at the fall System meeting.

Frost Bank...On August 5, I met with two representatives from Frost Bank and two representatives from the Forest Hill Library District to discuss banking services for the district library and strategies to move the district library along. The bank representative was extremely helpful, but I do not know if the Forest Hill Library Board will follow his suggestions.

Services Planning Committee...The Committee met on August 7.

Staff Vacations...Several staff members took vacations in August.

Marketing Seminars...Alexis Sarkesian presented two 2-day seminars on marketing—one at Euless and one at Decatur. Four members of the System staff attended these seminars. The seminars were well-attended and most attendees gave the presentation high marks. In early September, the staff will meet to analyze the Systems marketing strengths and weaknesses and prepare a draft of a marketing plan, which will be presented to the Board after the first of the year.

Coordinators Meeting...Nine of the coordinators and Bob Gaines, Central Texas Library System Technology Consultant, met at NTRLS headquarters to discuss the Himmel and Wilson study on August 21 and 22. The Coordinators are developing a plan for public library services to submit to the TSLAC/TLA Task Force. When the plan is completed, I will send copies to the Board.

Staff Resignation...Robert Delorimiere, NTRLS Development Officer, resigned his position on August 22, 2003. I've sent an exit interview form for him to fill out and return to the Chair of the NTRLS Board, along with a note asking him to contact the Chair for a time and location for the exit interview. I faxed a message to all member libraries, notifying them of Robert's resignation, and asking them to continue submitting

grant proposals for review to the System office. I also stated that we would continue to inform them of grant opportunities through the Forum. I will meet with my staff in early September to determine what action we will take to fill the position. We may decide to offer the position as part-time.

Library Partners, Inc....I attended a meeting of Library Partners, Inc. on August 23 in Dallas.

E. COMMITTEE REPORTS

Linda Hughes reported that the collection development committee recommended Brodart as vendor for print materials. She reported that Ingram and Brodart agreed to honor their proposals if they were not chosen while Baker and Taylor would not.

Lynne Handy reported that the Services Planning Committee met on August 8, 2003. The committee discussed Adam's fee-based services presentation.

F. DISCUSSION OF SYSTEM DEVELOPMENT PLAN

Tom Lambe gave a presentation to the Board which would offer administrative services to other systems. Harry Dulin moved to approve the further investigation. Phil Herskowitz seconded. The motion passed.

Adam Wright presented a draft of the System Development Plan. Barbara Chayer moved to forward the plan to the Development Committee for evaluation and recommendations. Phil Herskowitz seconded. The motion passed.

G. CONSIDER ADDITIONAL PERSONAL LEAVE TIME FOR NTRLS STAFF

Harry Dulin moved to table this agenda item. Barbara Chayer seconded. The motion passed.

H. CONTINUE REVIEW OF BOARD POLICIES

Margaret Irby Nichols moved to table this agenda item. Barbara Chayer seconded. The motion passed.

I. EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE GOVERNMENT CODE, PART B: FOR PERSONNEL MATTERS,

1. SALARY INCREASE FOR MANAGER OF SERVICES

Chair Randy Shaeffer called the meeting into Executive Session at 12:44 p.m.

J. ACTION, IF ANY, ON ABOVE

Chair Randy Shaeffer called the meeting out of Executive Session at 1:00 p.m. Phil Herskowitz moved to approve the Executive Director's salary recommendation. Harry Dulin seconded. The motion passed.

K. AUDIENCE PARTICIPATION

There was no audience participation.

L. ANNOUNCEMENTS

There were no announcements.

M. SET DATE OF NEXT MEETING

Chair Randy Shaeffer set the date of the next meeting as September 25, 2003.

N. ADJOURNMENT

Chair Randy adjourned the meeting at 1:12 p.m.

Approved by: _____

Date: _____