

MINUTES
North Texas Regional Library System, Inc.
Board of Directors Meeting
August 24, 2006

The North Texas Regional Library System Board of Directors held a meeting on August 24, 2006 in the System office meeting room, 6320 SW Blvd., Ft. Worth, TX 76109.

Board Members Present: Bill Whiteside, Chair, Region 5
Ed Pennington, Vice-Chair, Region 6
Randy Shaeffer, Secretary, Region 4
Phil Herskowitz, Treasurer, Region 2
Irene Lambert, Parliamentarian, Region 1
Margaret Irby Nichols, Region 3
Barbara Chayer, Region 7
Lynne Handy, Executive Director, *ex-officio member*

NTRLS Staff Present: Adam Wright, Assistant Director
Carolyn Davidson, CE/Library Consultant
Samantha Edwards, Resource Coordinator

Guests Present: Ray Stephens, Region 3, Board member-elect
Phyllis Herskowitz, Chico Public Library, Inc.

A. CALL TO ORDER

Chair Bill Whiteside called the meeting to order at 1:15 p.m.

B. CONSENT AGENDA

1. APPROVAL OF JUNE 22, 2006 MEETING MINUTES
2. CONSIDER APPROVAL OF CONTRACTS WITH THE TSLAC
 - a. SYSTEM GRANT
 - b. TANG GRANT
3. CONSIDER RENEWAL OF COMPUTER TRAINING VENDOR AGREEMENT (TANG)
4. CONSIDER RENEWAL OF CONTRACTUAL ACCOUNTANT CONTRACT
5. APPROVAL OF NETLS VIDEO AGREEMENT
6. APPOINTMENT OF NTRLS FY 2007 COMMITTEE MEMBERS

Randy Shaeffer moved to approve the consent agenda. Margaret Irby Nichols seconded. The motion passed.

Billy Whiteside appointed Barbara Chayer as Board liaison to the ad hoc Bylaws Review Committee.

C. BOARD REPORTS

Phil Herskowitz reported that Chico's Summer Reading Program was successful. Phyllis Herskowitz thanked the Tocker Foundation for funding the R.E.A.C.H. grant for storytellers.

Barbara Chayer reported that Cleburne's Summer Reading Program was successful.

Ed Pennington reported that Benbrook's Summer Reading Program was successful.

Irene Lambert reported that Wichita Fall's Summer Reading Program was successful.

Bill Whiteside reported Hurst's Summer Reading Program was successful.

Margaret Irby Nichols reported that she was asked to be interviewed for the history of the State Library project.

D. EXECUTIVE DIRECTOR'S REPORT (MONTHLY FINANCIAL REPORT)

NTRLS Membership for 2007...None of our libraries lost membership. We added Haslet. We now have 74 libraries.

End of FY 2006 Spending...We have been diligent in spending funds at the end of the fiscal year. Major purchases are a computer lab (12 laptops for \$20,452.14) which will be used extensively for CE. We also purchased a new telephone system (\$7,843), and a poster printer (\$6,770) for the O2U program. Funds primarily came from unspent salary, benefits, and contractual accountant's fees. These purchases will enable the System to provide greater service to the membership.

Telephone Conference Calls...The NTRLS bylaws state: "The system must comply with applicable requirements of the Texas Open Meetings Act and the Texas Open Records Act." Under certain circumstances, the Board may hold a telephone conference call. See attachment. There is no Board action needed here. The Board simply needs to be informed.

Odyssey One Source...NTRLS has a new customer service representative, Denise Gunter. She visited NTRLS on June 27.

Annual Assembly...Adam W., Carolyn, and I attended TLA Annual Assembly on July 7- 9.

All Staff Meeting...All staff met on July 25 to discuss projects and plans for FY 2007. We plan to redesign the web page—make it more proactive.

Collaboration Workshop...The Center for Non-Profits in Dallas designed a workshop for NTRLS about the collaborative process. This workshop was held on July 26 and was attended by representatives from school, public, and academic libraries. This was a hugely successful workshop. Kim Young, of "the forest and the trees," was the presenter.

Presentation Skills Workshop...Alexis Sarkesian of AskAlexis (Chicago) presented two workshops on presentation skills on August 3 and 4. All NTRLS staff attended these workshops.

Services Planning Committee...This committee met on August 10 to discuss the CTLS Resolutions, the NTRLs Awards Ceremony, and the FY 2007 Plan of Service. The Committee developed recommendations to the Board of Directors regarding resolutions.

Health Care Insurance for NTRLs Staff...I am gathering information on health care for the NTRLs staff. On August 11, I met with Tony Zavala of Frost Insurance, who has become my advisor on health care plans. On August 13, I discussed the Odyssey health care plans with Carl Kleimann. On August 22, I met with Rodney Williamson of Odyssey One Source, and I will meet with Spiro from ADP on Friday.

August Birthdays...On August 22, we celebrated Elizabeth and Samantha's birthdays at Don Pablos.

Scheduling Hours...Until we hire Samantha's replacement, we may have trouble always scheduling staff at 8:00 a.m. and might need to use the automated attendant function on the telephone.

E. COMMITTEE REPORTS

Ed Pennington reported that the Services Planning Committee met to discuss the TSLAC Sunset Review Self-Evaluation. He presented the Services Planning Committee recommendations to the Board.

Ed Pennington moved that the Board approve the Services Planning Committee recommendations of Resolutions regarding the TSLAC Sunset Review Self-Evaluation. Randy Shaeffer seconded. The motion passed.

F. RECOGNITION OF MARGARET IRBY NICHOLS' CONTRIBUTIONS TO NTRLs

Chair Bill Whiteside recognized Margaret Irby Nichols for her contributions to NTRLs and thanked her for her service to the Board and to the System.

G. DISCUSSION OF NTRLs LEASE

Chair Bill Whiteside tabled this agenda item.

H. DISCUSSION OF MEMBER LIBRARY ANNUAL REPORTS

Board members discussed the need for more training for librarians on the TSLAC annual reports. Phyllis Herskowitz suggested that the report be re-written to avoid inaccuracy and questions that are open to interpretation.

I. DISCUSSION OF RESPONSE TO TSLAC SUNSET REVIEW SELF EVALUATION

This agenda item was addressed under committee reports.

J. AWARD CONTRACT FOR FY 2006 EXTERNAL AUDIT

Phil Herskowitz moved to accept the proposal from Kirk and Richardson for the FY 2006 external audit. Margaret Irby Nichols seconded. The motion passed.

K. MEMBER PARTICIPATION/ANNOUNCEMENTS

Lynne Handy announced that the next System Assembly meeting will be held September 28, 2006 at the Decatur Civic Center.

L. SET DATE OF NEXT MEETING (SEPTEMBER 28, 2006)

Chair Bill Whiteside set the date of the next meeting as September 28, 2006 at the Decatur Civic Center.

M. ADJOURNMENT

Chair Bill Whiteside adjourned the meeting at 2:40 p.m.

Approved by _____

Date _____