

MINUTES
North Texas Regional Library System
Board of Directors Meeting
August 28, 2008

The North Texas Regional Library System Board of Directors held a meeting on August 28, 2008 at North Texas Regional Library System, 6320 Southwest Blvd., Suite 101, Fort Worth, Texas, 76109.

Board Members Present: Barbara Chayer, Chair, Region 7
Ray Stephens, Vice Chair, Region 3
Bill Whiteside, Region 5
Patricia Jefferson, Region 2
Cecil Carter, Parliamentarian, At Large
Joseph Brawner, Treasurer, At Large
Adam Wright, Executive Director, *ex-officio member*

Board Members Absent: Kay Clark, Region 4, Dana Wood, Region 1

NTRLS Staff Present: Lynn Gritta

Guests Present: None

ASSIGNMENTS/ACTIONS ACCEPTED:

Barbara Chayer mentioned that the 10 hours available for a CE Assistant position was offered by Adam Wright to Lynn Gritta and she accepted.

MOTIONS:

Agenda Items B. Approval of Consent Agenda. Carter moved to approve entire Consent Agenda. Jefferson seconded. Passed.

Agenda Item E. Adam Wright to remain Chair on ILL Taskforce. Carter moved to approve AW remaining Chair of ILL Taskforce. Whiteside seconded. Passed.

Agenda Item H. Recommendation to reduce public hours of NTRLS to after 10:00 am, Mon- Fri. Whiteside moved to approve. Carter seconded. Passed.

Agenda item J. NTRLS office closed day of NTRLS @ Your Library. Jefferson moved to approve. Carter seconded. Passed.

A. CALL TO ORDER

Chair Barbara Chayer called the meeting to order at 10:00 am.

B. CONSENT AGENDA

- 1. Approval of June 26, 2008 Meeting Minutes**
- 2. Consideration of FY2009 Meetings Schedule**
- 3. Consideration of NTRLS Staff Pay Scale and Car Allowance**
- 4. Consideration of System Grant**
- 5. Consideration of TANG Grant**
- 6. Consideration of Special Projects Grant Contract**
- 7. Consideration of Systems Competitive Grant Contract**
- 8. Consideration of Staff Holidays for FY2009**
- 9. Consideration of Audit Contract for Kirk & Richardson**
- 10. Consideration of Committee Rosters**
- 11. Consideration of Rentals Insurance Contract**
- 12. Consideration of Frost Bank Resolution**

Barbara Chayer asked for clarification on the Spanish Literacy Project. Adam Wright answered questions on the audit RFP process for NTRLS and the requirement to go out every three years for bid. After a brief discussion, Cecil Carter made a motion to approve all items on the Consent Agenda. Pat Jefferson seconded. All were in favor. The motion passed.

C. BOARD REPORTS

There were no Board reports.

D. MONTHLY FINANCIAL REPORTS

Adam Wright reported he was meeting with Walt Hatter today to close the books for FY2008.

E. EXECUTIVE DIRECTOR'S REPORT

Adam briefly reported on the NTRLS Roadshow in which he conducts video interviews with small and rural librarians. The original idea was developed in the Decatur Public Library where children film book reviews. Adam reported that the ILL Taskforce Co-Chair is resigning over a potential conflict of interest between BCR and OCLC and the response of the State Library to the conflict. After some discussion, Adam felt it would behoove NTRLS for him to remain as Chair of the Taskforce and continue to work in a positive manner with TSLAC. Cecil Carter made a motion for Adam Wright to remain Chair of the ILL Taskforce. Bill Whiteside seconded. All were in favor. The motion passed.

F. COMMITTEE REPORTS

The Services Planning Committee met and Ray Stephens reported it was a lively meeting; the members are very knowledgeable and energetic. He

clarified the responsibility of that committee and their ability to carry resolutions to the Board.

G. DISCUSSION OF NTRLS BOARD IF DIRECTOR'S SELECTION PROCESS FOR ITS OFFICERS

Cecil Carter and Pat Jefferson presented the evaluation procedure of the Executive Director to the Board. Under the section "Regional and State Relations," the word "advocates" was changed to "communicates." Number 4 on the Draft Process was worded that the quarterly meeting between the Board Chair and the Executive Director could be via telephone or on the day of a board meeting. Barbara Chayer suggested a secret ballot be instituted for Board members to elect officers at the next Board meeting.

H. DISCUSSION AND CONSIDERATION OF REDUCTION IN HOURS OFFICE IS OPEN TO THE PUBLIC

Due to staff reduction, Adam Wright recommended that public office hours be reduced to 10:00am – 5:00pm, Monday through Friday. The phones and the door will be answered after 10:00 am. Bill Whiteside made a motion to accept Adam's recommendation to reduce the public hours of NTRLS to after 10:00am, Monday through Friday. Cecil Carter seconded. All were in favor. The motion passed.

I. DISCUSSION AND CONSIDERATION OF SYSTEM DEVELOPMENT OFFICER CONTRACT

Adam Wright reported that Alisa Hunter had accepted another position and would not reapply as the System Development Officer. After much discussion, it was decided that that position would be suspended at this time. Lynn Gritta was offered an additional 10 hours to work as a clerical assistant for System Development under the guidance of the Board of Directors.

J. DISCUSSION OF FY2009 NTRLS @ YOUR LIBRARY

Adam Wright recommended that the staff continue the NTRLS @ Your Library program with the stipulation that accepted projects will result in definitive changes to the chosen library. Pat Jefferson made a motion to accept the NTRLS office being closed on the day staff chose to continue the NTRLS @ Your Library program. Cecil Carter seconded. All were in favor. The motion passed.

K. DISCUSSION OF SYSTEM DEVELOPMENT PLAN FY2009

Adam reported that unsolicited contacts were made by Chase Bank and Compass Bank who were requesting information on possible literacy projects they could fund. He drafted a letter highlighting O2U programs,

Special Needs projects and Libraries for Literacy projects and boldly asked for \$1 million. He also reported on the North Texas Commission who had invited him to come speak on literacy and also the impact of illiterate immigrants. For the FY2009, Adam set the goal of raising \$164,000 with a 14% overhead for operations which was recommended by Walt Hatter. Cecil suggested that rates for operations can be negotiated and realistically can be set at 25% – 28%. There was discussion about possibly increasing the projected funds raised for FY2009. Adam updated the Board that the SILS project was still in the running for a Tocker Grant. Barbara asked about libraries possibly receiving funds from foundations that would have naming rights attached to contributions. Adam said he would informally survey some library directors to gauge their reaction.

L. DISCUSSION OF NTRLS VOLUNTEER PROGRAM

Adam reported that NTRLS was advised to put a formal procedure in place for accepting volunteers for SIG conferences including background checks. It was agreed by all that if a library had completed a background check on a potential volunteer, that documentation would be sufficient.

M. PUBLIC PARTICIPATION

There was none.

N. ANNOUNCEMENTS

Barbara Chayer reported on attending an energy conference with guest speaker Robert Zubrin. She mentioned his book, *Energy Victory*, was very interesting.

O. SET DATE FOR NEXT MEETING

The next meeting was set for Thursday, September 26, 2008 at 10:00 am.

P. ADJOURNMENT

Barbara Chayer adjourned the meeting at 11:45 am.

Approved by _____

Date _____