

MINUTES
North Texas Regional Library System
Board of Directors Meeting
September 18, 2007

The North Texas Regional Library System Board of Directors held a meeting on September 18, 2007 at the North Texas Regional Library System, 6320 Southwest Blvd., Suite 101, Fort Worth, Texas, 76109.

Board Members Present: Bill Whiteside, Chair, Region 5
Barbara Chayer, Vice Chair, Region 7
Randolph Shaeffer, Secretary, Region 4
Carl E. Campbell, Jr., Treasurer, Region 6
Ray Stephens, Region 3
Patricia Jefferson, Region 2
Cecil Carter, At Large
Dana Wood, Region 1
Adam Wright, Executive Director, *ex-officio member*

Board Member Absent:

NTRLS Staff Present: Carolyn Davidson, Walt Hatter, Lynn Gritta

Guests Present: ADP - Nancy Gurevitz, Candace Cooksey, Chuck Schneider, PMG - Gary Rainosek

ASSIGNMENTS/ACTIONS ACCEPTED:

Adam Wright will have PEO score sheet for next Board meeting.
Adam Wright will make monthly recommendations for System Development Plan.
Barbara Chayer accepted Chair nomination.
Ray Stephens accepted Vice-Chair nomination.
Randolph Shaeffer accepted Secretary nomination.
Carl Campbell accepted Treasurer nomination.
Meg Barrow accepted Parliamentarian nomination.
Cecil Carter and Meg Barrow volunteered for the Special Selection Committee of a System Development Officer/Grant Writer.
Ray Stephens volunteered to be on the Services Planning Committee.

MOTIONS:

Approval of 8-23-07 minutes. Carter made motion. Jefferson seconded. Passed.

Approval of Consent Agenda item 2, Accountant Contract. Whiteside made motion. All in favor. Passed.

Approval of Consent agenda item 3, Frost Bank Contracts. Campbell made motion. Carter seconded. Passed.

Approval of Adam's recommendation to assign a committee and begin selection process for a System Development Officer/Grant Writer. Cecil Carter moved to accept recommendation. Barrow seconded. Passed.

Approval of Dana Harper to be appointed to Services Planning Committee. Stephens moved to approve. Whiteside seconded. Passed.

A. CALL TO ORDER

Chair Bill Whiteside called the meeting to order at 1:05 p.m.

B. PEO RFP PRESENTATIONS

ADP and PGM gave their presentations. Adam Wright remarked the Board would have score sheets available at the October meeting to assist in their decision.

C. CONSENT AGENDA

1. APPROVAL OF AUGUST 23, 2007 MEETING MINUTES

Cecil Carter moved to approve the minutes from August 23, 2007. Pat Jefferson seconded. The motion passed.

2. CONSIDERATION OF ACCOUNTANT CONTRACT

Walt Hatter remarked briefly on his experience with NTRLS and the smooth transition from Lynne Handy to Adam Wright as Executive Director. Bill Whiteside asked if all were in favor of accepting the contract with Hatter and Associates. All were in favor. The motion passed.

3. CONSIDERATION OF FROST BANK CONTRACTS

Adam Wright briefed the Board on the two accounts with Frost Bank and Walt Hatter clarified that both accounts together were insured up to \$100,000. Carl Campbell recommended the approval of the contracts. Cecil Carter seconded. The motion passed.

D. APPOINTMENT OF AND OATH OF OFFICE FOR NEW BOARD MEMBER

Barbara Chayer administered the oath to Meg Barrow.

E. ELECTION OF NTRLS BOARD OF DIRECTORS

Bill Whiteside nominated Barbara Chayer as Chair. Barbara accepted and nominations were closed.

Bill Whiteside nominated Randolph Shaeffer as Secretary. Randolph accepted and nominations were closed.

Pat Jefferson nominated Carl Campbell as Treasurer. Carl accepted and nominations were closed.

Cecil Carter nominated Ray Stephens as Vice-Chair. Ray accepted and nominations were closed.

Barbara Chayer nominated Meg Barrow as Parliamentarian. Meg accepted and nominations were closed.

Adam Wright requested that agenda item G. Monthly Financial Report be moved to item F.

F. MONTHLY FINANCIAL REPORT

Walt Hatter briefed the Board on the report and balance sheet and noted that NTRLs has no debt and is in good financial shape.

G. BOARD REPORTS

Bill Whiteside reported that the Hurst Friends hosted a successful Spanish event with 400 attendees. They served popcorn, cookies, punch, and gave out fans.

Carl Campbell noted that NTRLs is very fortunate to have Walt Hatter as the accountant. He has known him for years and vouched for his character.

H. EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report – September 2007

Coordinators Meeting

I attended a Coordinator's meeting on Thursday, September 13th. Here are the highlights.

- Transforming Texas Libraries. The Texas State Library (TSL) and the Texas Library Association will be holding a series of meetings on what strategic directions Texas libraries should take in the next decade. It is called Transforming Texas Libraries. Steve Brown, the current President of TLA and Director of the North Richland Hills Public Library, thought of the idea and will be speaking about it at our October System meeting.
- Texas Education Agency (TEA) Study. TSL and TEA will be conducting a study of school libraries in the next year to determine what services each agency should provide to this type of library. The report is due by December 2008.
- Long Range Plan Guidelines. We have the first draft of the guidelines. The guidelines state "TSLAC believes that the principal purposes of the systems are to bring libraries, regardless of type, together to share information and expertise, to engage in collaborative projects to strengthen

library services for all Texans, and to provide continuing education and consulting services to the libraries in each region.” The TSL preliminary budget for Systems in 2010 and 2011 is \$4.3 million which is \$300,000 less than the FY09 budget. With this amount of funding, NTRLS would receive \$489,616 in 2010 and 2011. Our budget this year is \$626,000 and our FY09 budget will be around \$550,000. TSL stressed that the 2010 and 2011 figures were very preliminary with several factors still to be determined.

- TSL Competitive Grants. Competitive grants up to \$75,000 will be available for Systems in FY09. NTRLS will apply for a grant to help us establish NTRLS Special Interest Groups. The deadline for the grant is March 2008. The board will be given a copy to consider before the grant application is submitted.
- Statewide Contracts for Materials. Contracts will be in place next week. The discounts are very similar to what NTRLS provides to its libraries through its material contracts. There is a fair degree of more paperwork involved to participate in the statewide contracts.
- Statistics. TSL has changed the way they want Systems to report their statistics. They are requiring more granular breakdown of the statistics on a quarterly basis. Reports on CE statistics are now available.

Workshops

- September 14, 2007 – *Certified Library Computer Technologist Program* with Adam Beatty
- September 20 & 21st – *Using Music in Storytimes* with Kim Lehman
- September 28 – *A Practical Guide to Fantasy* – Webinar
- Online – All 28 LE@D courses reopened.
- *Rooting Around With Genealogy* – Online Workshop with Diane Kovacs.

Consulting

Consulting - In person:

- September 11th – Seymour – Library visit – discussed collection, technology needs and programming. Also discussed recent building and filtering concerns.
- September 14th – Nocona – New Library Director Orientation with Alicia Walker
- September 17th – Irving ISD – Image Audit with high school

Consulting Planned:

- September 19th – Mineral Wells – Space Planning Consult
- September 25th – UNT Image Audit Consult
- September 28th – Image Audit Report and consult with Irving ISD Library Coordinator

Consulting was also done through phone and email contact about filtering, handling subpoenas, 501(c) 3 donations, weeding, collection analysis, teen spaces, handling complaints, and evaluating staff and other library issues.

Member libraries are currently filling out a needs assessment survey for this project. We should have a good idea on a tactical direction for consulting by the end of the month.

O2U

End of year totals:

204 Projects Requested

149 Projects Completed

55 Libraries Served

91,052 Materials Distributed

Partnerships

The Colleyville Public Library and the North Texas Regional Library System have joined together to hold the first ever NTRLs Library Friends Round Up. This event will have library friends groups and foundations setting up tables on November 3rd from 10 AM to 2 PM at the Colleyville Public Library. The various library organizations can then network and share with each other. At the same time, the general public will be invited to attend. There will be storytellers and a craft table for the children. Adults can browse the tables and purchase items. Colleyville is providing refreshments for the day. Librarian Live is growing strong with three of the four partners, NTRLs, AALS and CTLS, creating episodes for the podcast series.

Staff Development

The NTRLs staff joined the CTLS staff for a day of networking and sharing. The day began by everyone completing the Myers-Briggs personality test. Three of the eight NTRLs staff share the exact same personality classification. The rest of the NTRLs staff are spread among the many different types. Current service offerings were then discussed along with fundraising ideas. The most fruitful collaboration idea that developed was the two systems combining together for consortium pricing. For example, if NTRLs member libraries are in the market for a product or service, CTLS libraries will also be invited to join in the pricing scheme. It is our thinking that vendors will give a larger discount to the combined total of libraries, which numbers 152 covering 50 Texas counties.

Long Range Plans

TSLAC Long Range Plan guidelines were given to the System coordinators at the September meeting. The plan was introduced to the ad-hoc Long Range Plan Committee and a schedule was determined to produce the required document. At the same time, the committee will be working on updating the NTRLs Five-Year Plan. The first step in this process is to release a survey to the member libraries. At the October System Assembly meeting, the committee members will lead focus groups to capture membership ideas on the NTRLs Long Range Plan.

Subleasing

Our available space was listed in early September. It is now in the commercial multiple listing website for all commercial realtors to view. No one has shown interest.

I. COMMITTEE REPORTS

There were no committee reports.

J. DISCUSSION AND CONSIDERATION OF SYSTEM DEVELOPMENT PLAN RECOMMENDATIONS

Adam Wright's first recommendation to the Board was to hire a System Development Officer/Grant Writer who reports directly to the Board. He recommended a Special Selection Committee be assigned for this task. Cecil Carter moved to accept Adam's recommendation to assign a committee and begin the selection process. Meg Barrow seconded.

The motion passed.

Cecil Carter and Meg Barrow volunteered to be the Special Selection Committee.

Adam addressed two overlooked items for discussion regarding appointments to the Services Planning Committee.

Ray Stephens moved to appoint Dana Harper to the Services Planning Committee. Bill Whiteside seconded. The motion passed.

Barbara Chayer asked for a Board representative to volunteer for the Services Planning Committee. Ray Stephens volunteered.

K. PUBLIC PARTICIPATION

There was no public participation.

L. ANNOUNCEMENTS

There were no announcements.

M. ADJOURNMENT

The next board meeting was set for October 25, 2007 at 1:00 pm.

Barbara Chayer adjourned the meeting at 3:25 pm.

Approved by _____

Date _____