

North Texas Regional Library System (NTRLS)
Board of Directors Meeting
March 27, 2008

The North Texas Regional Library System Board of Directors held a meeting on March 27, 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
Carl E. Campbell, Jr., Treasurer, Region 6
Bill Whiteside, Region 5
Patricia Jefferson, Region 2
Kay Clark, Region 4
Cecil Carter, At Large
Adam Wright, Executive Director, *ex-officio member*

Board Members Absent: Dana Wood, Region 1

NTRLS Staff Present: Carolyn Davidson, Nell Callison
Guests Present: Alisa Hunter

Assignments/Actions Accepted:

None

Motions:

Motion to approve minutes from the January 24, 2008 Board meeting made by Cecil Carter. Bill Whiteside seconded. Motion passed.

Motion to approve the Plan of Service made by Cecil Carter. Carl Campbell seconded the motion. The motion passed.

Meeting was called to order at 10:00 a.m. by Barbara Chayer, Chair of the Board

Chairperson's Comments:

Barbara Chayer asked everyone to introduce themselves. She then announced that Kay Clark had been elected to the Board to replace Randy Schaeffer. She informed board members that Meg Barrow had resigned from the Board, therefore the positions of Secretary and Parliamentarian would need to be reassigned and asked for volunteers. Patricia Jefferson will be Secretary and Cecil Carter will be Parliamentarian. Barbara then asked that board meetings be more orderly so everyone could be heard. In closing, she

requested that board members give thought to the future of the System, ways to increase funding, and wise use of existing resources. Discussion of these topics will take place at future meetings. Cecil suggested that grants be written for specific projects.

Consent Agenda:

Motion to approve the minutes from the January 24, 2008 Board of Directors meeting was made by Cecil Carter. Bill Whiteside seconded the motion. Motion passed.

Kay Clark took the Oath of Office.

Executive Session, pursuant to Section 551.074 of the Government Code, Part B: For Personnel Matters:

Board was in Executive Session from 10:10 a.m. to 11:15 a.m. for Executive Director's review.

Board Reports:

Patricia Jefferson reported on the Regional Meeting for Region 2. She expressed concern about the low attendance. She asked if it was a fiscally responsible activity considering the cost of travel and the time of staff involved. She also wondered if cutting back to one Regional Meeting each year instead of two would help. Adam Wright explained that the bylaws stated how many of the meetings were held each year. He suggested that attendance may have been low due to the alteration of scheduling this year and suggested that the Regional Meetings may be more important in the future since the System Assembly Meetings have been reduced to one per year.

Barbara Chayer reported that the Region 7 meeting also had low attendance.

Bill Whiteside reported that \$276,000 has been paid toward the expansion of the Hurst Public Library. The expansion should be completed in 2009.

Carl Campbell reported that the Azle Public Library will be hosting An Evening with the Authors fundraiser to be held at the Petroleum Club on March 28, 2008. Adam Wright said that a primary donator to the Azle Public Library, Jane Rector, will be honored at TLA in April.

Report on System Development Activities:

Alisa Hunter reported that the joint effort between North Texas Regional Library System and Tarrant Area Food Bank is being launched. She explained the Close the Book on Hunger program to the Board. Six libraries in Tarrant County have already agreed to participate: Arlington, Haltom City, Richland Hills, River Oaks, Watauga, and White Settlement. Board members agree that literacy programs, which Close the Book on Hunger would help

support, is crucial. She stated that she would like to have all the sponsors on board by the middle of June with a goal of \$50,000 raised.

Monthly Financial Reports:

No discussion. See handouts.

Executive Director's Report:

Adam Wright suggested a retreat to include NTRLs staff, the NTRLs Board of Directors, Alisa Hunter, and the Library Foundation of North Texas. The retreat would be facilitated by Alexis Sarkisian and be held on July 24, 2008. Adam will have this item placed on next month's agenda for further discussion. He also expects to be attending a retreat for TSLAC's staff and Coordinators from the ten library systems in Texas in May.

See the attached Executive Directors Report.

Committee Reports:

None.

Consideration of 2009 Plan of Service:

Adam Wright announced that the NTRLs budget for FY 09 has been cut by \$56,000 and as a result, the Administrative Assistant's position will have to be eliminated.

Cecil Carter made a motion to approve the Plan of Service. Carl Campbell seconded the motion. The motion passed.

Public Participation:

None.

Announcements:

None.

Adjournment:

The next meeting was set for May 22, 2008. Barbara Chayer adjourned the meeting at 12:10 p.m.

Approved by _____

Date _____

Executive Director's Report – March 2008

Workshops

- **Texas Teens Read: Game On**, 2/21/2008, Colleyville Public Library; 2/22/2008, Kennedale Public Library & 2/28/2008, Wichita Falls Public Library
- **TRC Jubilee: 1958-2008**, 2/21/2008, Colleyville Public Library; 2/22/2008, Kennedale Public Library & 2/28/2008, Wichita Falls Public Library
- **Conflict Management**, 2/26/2008, Fort Worth Library, Summerglenn Branch
- **Disaster Planning for Your Library**, 3/4/2008, Crowley Public Library
- **Designing Outreach Materials**, 2/8/2008 & 2/15/2008, System Office
- **Gaming in the Library**, 3/13/2008, Lewisville Public Library & 3/14/2008, Arlington Public Library, Central Location
- **Creating a Library Business Plan**, 3/20/2008, System Office
- **Grant Writing: An Interactive Workshop**, 3/20/2008, System Office

Consulting

- **Mansfield Public Library** – Adam Wright met with Library Director and Assistant Director about the Shared Integrated Library System.
- **Saginaw Public Library** – Adam Wright met with Library Director to go over Overdrive consortium. Adam Wright attended City Council in support of the library and spoke on the benefits of the service. Because of his efforts, the Saginaw City council voted unanimously to approve adopting the service.

Other consulting dates:

- **March 5th** – Partnered with Westwood College to teach faculty on Information Literacy and using the public libraries.
- **March 6th** – New Director Orientation for Sharon Marong at Haslet
- **March 6th** – Met with Fort Worth Library Foundation Literacy Coordinator about using True Colors in literacy training
- **March 10th** – Met with Dr. Lorie Bruns from Arlington ISD for Image Audit consult
- **March 11th** – Presented to the Burleson Kiwanis on Web 2.0 and library resources
- **March 12th** – Assisted with Lewisville Public Library Gaming Tournament
- **March 15th** – Assisted with Arlington Public Library Gaming Tournament
- **March 17th** – Met with FWPL on opening a Special Needs Center at Central
- **March 18th** – Met with Decatur Library Board on gaming in libraries
- **March 21st** – Met with Dallas Public and NETLS on partnering in Spanish Language services to North Texas
- **March 25th** – Met with Kay Clark for orientation to NTRLS

O2U

- 1,461 materials were distributed in February

Partnerships

- Nell Callison and Adam Wright met with Sue Matkin, Vice President of United Way, of Tarrant County, to discuss how the two organizations can partner in fighting illiteracy in the county. Several possible partnerships are being explored.
- Ella Jones of the Fort Worth Public Library has hooked NTRLS up with a hip-hop artist to compose a rap song about Libraries for Literacy. NTRLS will use this rap song to spread the message about the literacy campaign.

Shared Integrated Library System (SILS)

Four additional libraries joined the SILS consortium for a total of 15 libraries. NTRLS finished the TSLAC Cooperation Grant and sent it to Austin in the hopes of acquiring \$75,000 to help offset the first year costs. Results will be known in August.

SILS Libraries

- Alvarado Public Library
- Aubrey Area Library
- Boyce Ditto Public Library
- Bridgeport Public Library
- Cleburne Public Library
- Crowley Public Library
- Decatur Public Library
- John Ed Keeter Public Library of Saginaw
- Kennedale Public Library
- Krum Public Library
- Lake Cities Library
- Mansfield Public Library
- Ponder Public Library
- Roanoke Public Library
- Sanger Public Library

Libraries for Literacy

The Libraries for Literacy council met on March 10 to review the TSLAC System Competitive grant. The council approved of the grant application, which requests \$59,000 to start the Libraries for Literacy project in the three communities of Alvarado, Saginaw and Seymour. NTRLS received 24 letters of support for the grant application from different organizations including schools, colleges, public libraries and community organizations. Results will be known in August.

Read, Enjoy and Discuss (R.E.A.D)

NTRLS had to call the Tocker foundation and request that the grant application make the Library Foundation of North Texas as the applicant of record. This was done because of the recent IMLS guidelines on restricting grant writing activities.

Special Needs Grant

NTRLS submitted a TSLAC Special Projects grant for \$71,000 to fund a three-year project assisting the special needs sector of library communities. The funds will help pay for the coordinator position and provide funding assistance to 14 libraries to host special needs fairs. Results will be known in August.

Plinkit

Nine libraries are now part of the Plinkit program, which gives libraries a quick and inexpensive option for establishing a website.

NTRLS Regional Meetings

Three regional meetings were held in late February. Two regional meetings had to be rescheduled; one due to staff absences as result of illness and one because of weather. Region 4 will meet at the Bedford Public Library on Monday March 31st. Region 1 will meet at the Wichita Falls Public Library on Thursday, April 3.

TSLAC Update

As a reminder, IMLS recently released memos further clarifying some rules. Here is a synopsis of this guidance.

Seeking Grants – NTRLS can no longer write grant proposals on System Grant time. This means that NTRLS staff will not be allowed to write grants of any sort during its normal business hours. It cannot utilize any grant resources including equipment, staff or office space for this purpose. TSLAC is attempting to get further clarification on this guidance so hopefully it will not be as strict as the memo seems to indicate.

Construction – NTRLS can no longer do anything connected to library construction including consulting and continuing education.

Continuing Education and Consulting – NTRLS is restricted to only activities that directly support the IMLS goals for its State program, which is called LSTA. NTRLS will be required to clear all CE workshops with TSLAC to ensure that they follow LSTA guidelines. If you are familiar with the LSTA priorities, you know that they are broad so we are not too concerned about this restricting what we can offer in CE and consulting.

Staff documentation – I am now required to sign a document certifying that System

Staff worked on the projects outlined on our timesheets.

The Systems and TSLAC do plan on a two-day retreat in May. This retreat will help clarify state expectations of the Systems and how we can capture more applicable results from System programs and services. Adam Wright is on the planning committee for this retreat.

Adam Wright was asked, and accepted, to serve on a three-year taskforce to work with the Texas State Library and Archives Commission to recommend a statewide interlibrary loan program.