



## CITY OF ALLEN

**AGENDA  
ALLEN PUBLIC LIBRARY BOARD  
REGULAR MEETING  
MAY 7, 2019 – 6:30 P.M.  
LIBRARY BOARD ROOM  
300 NORTH ALLEN DRIVE, ALLEN, TEXAS 75013**

1. Call to Order and Announce a Quorum is Present.
2. Approve Minutes of the February 5, 2019 Regular Meeting.
3. Discuss and Complete the Annual Board Evaluation Form.
4. Provide Additional Input for the 2018 Annual Report for the City Council.
5. Preview Summer Reading Club Activities.
6. Update on Library Grants, Recognition, and Programming.
7. Summary of 2019-2020 Budget Process and Status.
8. Status Report on Digital Collections.
9. Review and Discuss January, February, and March 2019 Library Statistics.
10. Updates on Friends of the Library, Allen Library Endowment Fund, and ALLEN Reads Activities.
11. Discuss Items for Future Board Meeting Agendas.
12. Items of Interest. *[Board announcements regarding local civic and charitable events, meetings, fundraisers, and awards.]*
  - i. May 26-27 – Library Closed for Memorial Day.
  - ii. May 29 – July 31 (except June 12 and July 17) – Weekly Family Programs at 2:30 and 3:45 in the Civic Auditorium.
  - iii. June 4 – July 23 (except July 2 and July 16) – Weekly Family Movies at 2:30 p.m. in the Civic Auditorium.
  - iv. June 8 – Summer Reading Club Party 10:00 a.m.-12:00 p.m. in the Courtyard and Library.
  - v. June 28 – Teen Anime Con 6:30-10:30 p.m., registration begins May 13 at 10:00 a.m.
  - vi. July 4 – Library Closed for Independence Day.
  - vii. July 10 – City Council Meeting for Annual Report and Award Presentation at 7:00 p.m. in the Council Chambers.
  - viii. August 6 – Next Scheduled Board Meeting at 6:30 p.m. in the Library Board Room.
  - ix. Other Calendar Items.

13. Adjourn.

ALLEN CIVIC PLAZA • 305 CENTURY PARKWAY • ALLEN, TEXAS 75013

214.509.4100

EMAIL: [coa@cityofallen.org](mailto:coa@cityofallen.org)

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, May 3, 2019, at 5:00 p.m.

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Shelley B. George, City Secretary

The Allen Public Library is wheelchair accessible. Access to the building and special parking are available at the entrance facing 300 N. Allen. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214-509-4105.

**ALLEN PUBLIC LIBRARY**

**REGULAR MEETING**

**FEBRUARY 5, 2019**

**Present:**

Shahmeen Khan, Board Chair

**Board Members Present:**

Michelle Perry  
Maroba Zoeller  
Scott Phillips, Secretary  
Kimberly Hinton  
Jack Bick

**City Staff/Officials Present:**

Jeff Timbs, Director  
Lauren Doherty, City Council Liaison

**Visitors Present:**

None

**1. Call to Order and Announce a Quorum is Present.**

With a quorum of Board Members present, the Regular Meeting of the Allen Public Library was called to order by Board Chair Shahmeen Khan at 6:30 p.m. on Tuesday, February 5, 2019, in the Allen Public Library Board Room, 300 North Allen Drive, Allen, Texas.

**2. Approve Minutes of the November 6, 2018 Regular Meeting.**

**MOTION:** Upon a motion made by Board Secretary, Scott Phillips and a second by Board Member, Maroba Zoellar, the Board voted six (6) for and none (0) opposed to approve the November 6, 2018 minutes. The motion carried.

**3. Discuss the 2018 Annual Report Presentation.**

The Board discussed the option of making a video for the annual report. It was discussed and each Board member could discuss why they chose to serve on the Library Board.

**4. Review the 2018 Christmas Tree Lighting and Related Activities.**

The Board discussed the tree lighting ceremony. There was a consensus that everyone thought that the relocation of the ceremony from City Hall to the Library was effective. The Board discussed the effectiveness of parking availability. The Board also discussed the impact of bad weather on the event.

**5. Recommend Additional Library Funding Options.**

Board Member Jack Bick discussed his findings about different funding options. He will continue his explorations further.

**6. Update on Family Place Parent-Child Workshops.**

The initial series of workshops started on February 1<sup>st</sup>. The first workshop was attended by 17 families. The workshop series will be repeated in September.

**7. Status Report on Library's Digital Collection.**

A total of 4,500 items were moved to the Cloud Library collection, bringing the total digital access to about 123,000 items. The digital collection currently represents 4 – 4.5% of the library's circulation. Digital magazines will possibly be added through RB Digital.

**8. Preview African-American History Month Programming in February.**

Upcoming African-American History Month programming was previewed. Board Member Shahmeen Khan inquired about possible story times for African-American History month.

**9. Review and Discuss October, November and December 2018 Library Statistics.**

Director Jeff Timbs reviewed the Library statistics from October, November and December 2018. November and December checkout numbers were up, reflecting the impact of auto-renewals through Polaris.

**10. Updates on the Friends of the Library, Allen Library Endowment Fund, and Allen Reads Activities.**

Director Jeff Timbs updated the Board on the activities of the Friends of the Library. The Board discussed the Allen Library Endowment Fund and how the fund might be used if and when Library expansion takes place.

**11. Discuss Items for Future Board Meeting Agendas.**

Board Member Kimberly Hinton expressed concerns with parking difficulties near the book drop.

**12. Items of Interest. [Board announcements regarding local civic and charitable events, meetings, fundraisers, and awards.]**

- ❖ February 8 – Water Conservation: Every Drop Counts 1:30-2:30 p.m. (ages 3-12) presented by Community Services Department.
- ❖ February 8 – Finnish folk duo Vellamo at 7:30 p.m.
- ❖ February 16 – Writer’s Workshop at 2:00 p.m.
- ❖ February 20 – Book Quote Craft at 10:00 a.m. (ages 16+).
- ❖ February 21 – Trivia Night – @ Nine Band at 6:00 p.m.
- ❖ May 7 – Next Scheduled Board Meeting at 6:30 p.m. in the Library Board Room.

**13. Adjourn.**

**MOTION:** Upon a motion made by Chair, Shahmeen Khan and seconded by Secretary, Scott Phillips the board voted six (6) for and none (0) opposed to adjourn the board meeting at 7:24 p.m. The Motion Carried.

**These minutes approved on the 5th day of February 2019.**

**APPROVED:**

**ATTEST:**

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**CHAIR PERSON**

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**SECRETARY**