

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Meeting Minutes

Regular Meeting
4:00 p.m.
February 28, 2011

Salado Public Library
1151 N. Main St.
Salado, Texas 76571

1. Declaration of quorum and call to order
Called to order by Bob Denton at 4:00 PM. President, Bob Denton declared we have a quorum. Present are Bob Denton, Marsha McGuire, Susan Krals, Bill Kinnison, and Patty Campbell, Susan Lawson visiting. Taylor is out for health reasons. Public Forum (limited to five minutes per speaker) None
2. Secretary's report and reading of amended agenda for January meeting
Minutes received 1/24/2011 from Taylor Willingham. Bill motioned to accept; Patty 2nd the motion. Vote: Carried unanimously. Treasurer's report \$-2689.07 deficit because of overdraft; not charged for overdraft. Tax revenue \$31,116.65....5.5% over from last year. Tax revenue is up 6.8% from February last year. Investments have gone up a little more than last month. Income needs to include BTOP.
3. Library Director's Report: Attached.
4. Friends of the Library Report: Bill Kinnison, President of Friends of the Library reported out about the Art Fair; change in date and location; discussion pending decision. Oct. 22-23 for Art Fair at the Civic Center will be the new date and new location.
5. Report on CTLS Membership Meeting: Presented by Susan Krals, SPL's CTLS representative; SB 1 and HB 1: Already passed out of the House; budget cuts were not amended and now out of the House and currently in the Senate; web site (PLINKIT) for SPL hosted at the State Library will go away so we will have to pay for that in the future; Interlibrary loan will be impacted; Summer Reading Program funds will be cut entirely; large print will be impacted.
6. Report on Leadership Salado: Twelve participants - very successful; new patrons recruited from the Leadership Salado.
7. Discuss/approve honoring service of Taylor Willingham; Burr Oak from Britts to put by parking lot 22 and 23 and we buy from Chamber of Commerce another Burr Oak near parking lot 32 and 33. Motion to approve by Patty Campbell and seconded by Bill Kinnison. Motion carried. Patty will talk to the Chamber about planting.
8. Discuss/approve System Membership Application: Marsha reported- we are applying to continue our membership in the State Library System. Signatures

required. Susan Krals moved to reapply for membership; Bill Kinnison seconded the motion. Motion carried.

9. Bob McConnell: In his obituary his family asked that in lieu of flowers donations be made to the SPL.
10. Discuss/approve possible actions relative to purchasing a tree in support of Trees for Salado. Presented by Patty Campbell; Types of trees; available from Ace's Hardware; we can buy directly or we can donate money to Chamber of Commerce and they would plant. Bill Kinnison added more information; stated that trees purchased will be placed on both private and public property. So if we want the trees on our property we should purchase it ourselves and place it on our own property.
11. Discuss/approve BTOP Grant Program Policy- Attached: Jeannie Lively is running program; She authored the policy; clearly prepared; SPL can monitor time spent on the programs; Motion made by Bill Kinnison, seconded by Patty Campbell; Call for discussion none. Motion carried.
12. Discuss/approve April meeting date. April 25 stands; no conflict with Easter and Board members.
13. Discuss/approve possible actions relative to architect and space committee; Discussion of Septic expansion from report submitted by Daniel Reeder. Space Committee agenda. Joe Price presents at March 10, 6:30 PM space committee meeting. Later Larry Irsik will present.
14. Agenda items for March Board Meeting; March 28 meeting; architect; space committee; trees; bequests, etc. Review of SPL calendar actions.
15. Adjourn; Motion by Bill Kinnison; seconded by Patty; adjourned at 5:22.

Submitted by Susan Krals for Taylor Willingham

Library Director's Report February 28, 2011

1. Statistics

	January 2011	January 2010
Circulation	3916	4383
New Patrons	27	50
Computer Users	534	701

2. Activities

- Eight people attended the February 11 Noon Book review which featured local author Gerry Kerr talking about his book "Living in the Greatest Century.
- Eighteen people attended the Valentine's card making "Cupid-Fest" on Saturday, February 12
- Thirty-seven people attended the Volunteer Valentine's Day coffee.
- Friday February 18 Jeanie taught a computer class on Windows PowerPoint, 5 people attended the class.
- Friday, March 11 the Noon Book Review will feature Carolyn Britt reviewing A.C. Green's "A Personal Country".

3. I have a meeting scheduled with Larry Irsik tomorrow to discuss some components of the design of the library. He is ready to put together our final report and recommendations. He has asked for a history of the library and rationale for new space. I would like your suggestions for the rationale.

4. It looks like the radical cutting of the budget of the state library may go through. The House bill has passed as written. The Texas Library Association and the state library are lobbying the senate to add some funding back into the budget. I have found out some additional costs that the library will have to absorb in fiscal 2012 (September 2011).

- The state currently hosts our library site and funds the Plinket (Public Library Internet Kit) software that is the backbone of our site. The library will have to pick up the hosting and software subscription. Those costs should run an additional \$500/year.
- Interlibrary Loan – the library will have to purchase our own subscription to OCLC, the agency that facilitates online library loan. I do not know the costs for that subscription.
- TexShare databases will no longer be subsidized by the state library. We will have to pay full price or loose access

- If the Central Texas Library System continues (their funding has been completely eliminated by the end of FY 2012) libraries will have to pay membership fees to belong to the organization.
5. The Digital Literacy Corp project is going forward. Jeanie has taught two classes here at the library. Elaine has taught three classes at the Temple Public Library. A number of the persons taking the class in Temple have made up or repeated a class here in Salado. We are working with the Belton Texas Workforce Agency for this program.
 6. I have completed and submitted the library's annual report to the state library. If the state library's budget cuts happen we will not have to file annual reports with them any more. Some highlights:
 - Total circulation 50,193
 - Children's materials circulation 17, 114
 - Total number of programs presented – 95 (children's 50)
 - Total attendees at programs – 1761
 - Total spending on collection - \$20,226
 7. Kim is working with the local head start programs on an early reading project funded through the Central Texas Library System. She has visited the Head Start programs in Rogers and Holland to work with parents to help them read to their children and get them ready for school. CTLS provided the training for Kim and all of the materials that are given to the parents (books, teaching aids).
 8. I have purchased a Barnes & Noble eReader (Nook). Each staff member is learning how to set up a computer and various accounts to download eBooks to the reader. I will purchase an iPad this month.
 9. The door to the Book Ends book shop has some water damage to both the door and the frame around the door. Jay doesn't believe that he can fix it himself. I have a quotation from Lowe's for a \$139 metal door with two lock spots. Loews's will measure the door bring the entire package and install it for an additional \$234. The door, sill and frame will be replaced.
 10. Carolyn & Darwin Britt wish to purchase and have installed a large Burr Oak Tree in honor of Ben, June and Taylor Willingham. They would like to do it right away. The problem for the library is where to situate the tree. They are talking about a 65 gallon tree. The architect suggested west of the parking lot to keep the tree out

of harms way during the possible coming construction. Carolyn wanted to put the tree where it would shade the library.

Salado Public Library BTOP Grant Program Policy

BTOP Program

In 2010 Salado Public Library received funds from the Broadband Technology Opportunities Program of the federal government to set up a computer center. This center is designed to provide broadband access to patrons seeking educational and professional preparation.

Salado Public Library will provide seven laptop computers for checkout. Each computer is designated as an educational use/professional development computer only. The computers are loaded with software designed to help users prepare for tests, learn a foreign language and look for a job or career advancement.

This program is designed to last for three years at the end of which it will be evaluated. Based upon the evaluation a decision will be made about whether or not to continue the program.

Target Audience

The BTOP program will target the following groups in the Salado Public Library District:

- High school students taking the SAT or ACT
- AP students
- CLEP students
- College students taking GRE and other graduate school entrance exams
- Students preparing to take the GED
- ESL students
- Students preparing to take the TOEFL test
- Adults returning to college
- People looking for jobs or making career changes
- People preparing for the ASVAB test
- People wanting to learn a foreign language

Eligibility

Participants in the program must:

- live in the Salado Public Library District,
- be at least 14 years of age
- have a library card,
- not have any outstanding fines and
- have a valid Texas driver's license number on file with the library.

Technology

The BTOP program will involve the use of Dell Latitude E5510 laptop computers. Each computer comes with its own carrying case and mouse and a Clear personal wireless hotspot. These computers will be checked out for patrons to use at home. The same software available on the laptop computers will be available on the library's desktop computers.

Programs

Subscriptions to the following programs have been purchased:

- Gale Cengage Testing and Education Resource Center: This program helps patrons prepare for various tests including SAT, ACT, GRE, TOEFL and others. Also included in the program is advice and help in the college application program.
- Mango: A language learning program that features instruction in 66 languages including ESL.
- In English: A book/video program that teaches beginning English students.
- TWDL (Texas Workforce Development for Libraries): A group of websites, tutorials and classes to help job hunters or people considering a career change.

Procedure

Computers will only be checked out to Salado Public Library patrons who have met the eligibility requirements listed above.

Before being allowed to take a computer home participants must:

- sign a contract outlining the program's procedures, the libraries role and responsibilities and the student's role and responsibilities in the BTOP program,
- participate in a training session outlining how the programs and software works and how student progress will be documented
- students under the age of 16 or without a valid driver's license must have a parent or guardian sign the contract.

Every three weeks the student will bring the computer to the library for updating and to check in with the program administrator. During this time the student

and program administrator will discuss the student's progress as well as any problems or questions they might have.

Students will be allowed to check out the computers for three weeks with one renewal. Additional check outs will be allowed based on the availability of computers and the student's progress.

Training

Training in using the computers and the programs will be provided by library staff. Training will be on an individual basis and will be provided when the patron checks out the computer.

The Board of Trustees of the Salado Public Library District adopts the BTOP Grant Program Policy on 28th day of February, 2011.

_____ **Bob Denton** _____, **PRESIDENT**

_____ **Susan Kral for Taylor Willingham** _____, **SECRETARY**