

**Library Board**  
**Community Development Conference Room**  
**3815 Sachse Road, Building B**  
**Regular Meeting Minutes**  
**Monday, October 14, 2013, 6:30 p.m.**

**Present Board Members:** Robert Rodgers, Dia Rhoden, Mary Saathoff, Dixie Scogin, Judith Lensch and Patrece King

**Absent Board Members:** Terry Bennett

**Library Manager:** Mignon Morse

1. **Invocation**

Dia Rhoden.

2. **Call to Order:**

Robert Rodgers called the meeting to order at 6:30 p.m.

3. **Approval of Minutes:**

Mary Saathoff motioned to approve the minutes. The motion was seconded by Patrece King and the minutes were unanimously approved.

4. **E-books Policy Consideration:**

Dia Rhoden motioned to approve the amendments of the Sachse Public Library Circulation Policy to include the following statement to line 6: "Once the loan period is over, the e-book file(s) will no longer work. Patrons may renew an e-book one time unless another patron has placed a hold on it."; and the following statement to line 7: "E-books have a limit of three holds. Patrons will receive a message when their e-book is available. They will have three days from that date to download the e-book." The motion was seconded by Patrece King and the amendment to the Library Circulation Policy was unanimously approved.

5. **Friends Report:**

Approximately 10 people attended the first Teen Library Club meeting at the Library. Teens (grades 6-12) will meet on the first Tuesday of each month.

The Friends signed up several new patrons for library cards. They received donations and some membership renewals during Fallfest on Saturday, October 10, 2013. Friends President, Patrece King was instrumental in this success.

The Friends Book Sale is ongoing. The donation box for the sale is often full.

6. **Library Managers Report:**

Library staff will have four weeks of e-books training. E-books will go live on December 9, 2013. The opening collection will consist of about 300 e-books. E-books can cost up to \$80 each with an average cost of \$20.

Furniture purchased with the Hancher Library Foundation grant money is arriving. Library staff is reorganizing the library to create a teen area.

Mignon reported that check-outs are up by 7% from 2012 to 2013.

Thanks to staff members Toni and Holly, story time attendance has increased in the last few weeks to approximately 50 people per program.

Mignon presented the Library's FY 2013 Annual Report to the Board and made comments about some of the important statistics. There were 91,461 checkouts in FY 2013, an 8% increase over FY 2012; 25,633 visits to the Library's website page with an average of 70 people visiting the website page daily. Also, 5,161 people have attended 97 programs. The report is filled with pictures from library events throughout the year.

Upcoming events:

October 29 – Halloween Party

October 29 – Sachse Writers' Group

December 9 – E-books Kick-Off Celebration (no Library Board meeting).

Barnes and Noble donated a Nook to give away during the event. E-books vendor 3M will be at the event to conduct demonstrations. A special appearance by Dr. Seuss will also be a highlight. There will be a technology petting zoo and opportunities for volunteers to assist with the e-books demos.

December 10 – Chamber Luncheon – 3M representative will speak briefly about the e-books.

7. **Adjournment:**

A motion was made to adjourn by Dixie Scogin and seconded by Mary Saathoff. The Library Board meeting adjourned at 7:10 p.m.

Attest:

Approve:

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Secretary

\_\_\_\_\_  
Chairman