

MCALLEN MEMORIAL LIBRARY ADVISORY BOARD

AGENDA

Special Called Meeting
Thursday, June 15, 2006
Conference Room
4:30 pm

- I. Call to Order
- II. Minutes
- III. Public Comments
- IV. Treasurer's Report
- V. Librarian's Report
 - Introduction of New Library Director, Jose Gamez
 - Starting Date: June 19, 2006
- VI. Old Business
 - Committee Report-"Read-A-Book/Share-A-Book"
- VII. New Business
- VIII. Friends of the Library Report
- IX. Executive Session
 - New Main Library Information Update
- X. Announcements
 - Library Board Agendas are now available on the City's web site at:

<http://www.mcallen.net/meetings/aboard.aspx?bid=15>
- XI. Next Special Called Meeting
 - July 13, 2006

MCALLEN MEMORIAL LIBRARY ADVISORY BOARD MEETING

May 11, 2006

A meeting of the McAllen Memorial Library Advisory Board was held on Thursday, May 11, 2006, at 4:30 pm, in the Conference Room with the following board members present:

Wendy Wicker	President
Jane Talbot	Vice-President
Dr. Joe Garcia	Treasurer
Joan Graham	Secretary
Ruben Cavazos	Member
Lydia Garcia	Member
Margaret Rose Guerra	Member
Elvia Rios	Member
Vernon Weckbacker	Member
Margaret Handrow	Acting Library Director
Christine Reynolds	Acting Department Head - Library
Olivia Martinez	Administrative Secretary

The following board members were absent:

Justin Cappadona	Member
Sylvia Klein	Member
Larry Lyles	Member
Floyd Seale	Member
Margaret Talbert	Member

CALL TO ORDER

Mrs. Graham called the meeting to order at 4:38 pm.

MINUTES

The minutes were accepted as presented.

PUBLIC COMMENTS

None.

TREASURER'S REPORT

Mr. Garcia read the following report:

Beginning Balance	6,506.45
Deposits	319.51
Disbursements	(14.44)
<u>Ending Balance</u>	<u>6,811.52</u>

The report was filed for audit.

LIBRARIAN'S REPORT

Ms. Handrow reviewed the written Librarian's report. (See attached.) She also mentioned she would be attending two early morning meetings the following day. The first would be the regular City department heads meeting at 7:30 am at the Airport conference room. The second would be a focus group meeting from the manager's side on employee salaries at 8:00 a.m. at the Palm View Community Center.

The suggestion was brought up by Ms. Handrow to have the Library collect books from the public specifically to donate to various community organizations. There was discussion on this item by the Board. Ms. Wicker asked for this to be studied as a committee and to gather more information. Ms. Wicker, Mrs. Rios, and Mrs. Garcia volunteered.

OLD BUSINESS

The City of McAllen expects to make an announcement regarding the new Main Library in the near foreseeable future. Part of the delay was due to information that has yet to be received. An announcement about the new Library Director would be made within a couple of weeks. This would delay the hiring of an architect, as the City would like the Director in place to begin the process of sending out requests for qualifications.

NEW BUSINESS

Ms. Wicker brought up the item on having the Board meet during the summer instead of having a hiatus until the next meeting scheduled for September 14, 2006. This would keep the Board up to date on ongoing projects and issues, among them, the new Main Library, the new Library Director, and the hiring of an architect. There was discussion on whether these meetings would be committee meeting or workshops and the concern of attendance. It was clarified that the meetings during the summer would be regular meetings and those Board members not able to attend during the summer meetings would not have the absence counted against them.

FRIENDS OF THE LIBRARY REPORT

Ms. Handrow reported the Friends would be giving the Library grants for the genealogical section. The monies were on behalf of the Genealogical Society would benefit American and Hispanic genealogical research.

EXECUTIVE SESSION

None.

ANNOUNCEMENTS

The next scheduled Library Board meeting will be on June 15, 2006.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Joan Graham, Secretary/ by Olivia Martinez

Wage and Classification Study -April 10-21-- All City of McAllen staff participated in a wage and classification study in an effort to streamline job classifications and to create level salary scales for each position type. Currently there are unique job titles for similar positions, i.e.. Clerks, Recreation Clerks, Clerk-Typists, Senior Clerks, Public Service Clerks, etc. Staff hired into similar positions were found to have a wide range of salary levels for entry level candidates. The study required each employee to fill out an eighteen page questionnaire that would help describe each position's job functions. The questionnaires were then reviewed and evaluated by the supervisors and managers, which were then grouped and evaluated by city departmental administrators. Library Administration will be participating in a focus group related to salary requirements to meet staffing needs, especially for professional level positions.

Cinco de Mayo / "Art Walk" - May 5-- Acting upon a suggestion from McAllen Deputy City Manager, Brent Branham, the Library participated in the Main Street "Art Walk". On Friday, May 5th, 2006, the Library was open from 6:00 p.m. to 10:00 p.m. and invited people in to partake of some light refreshments, view original artworks on display, meet the artists, and peruse the Library's circulating art print collection. Visitors were greeted at the Main Street entrance by staff and were handed a colorful sombrero straw. New library card holders were registered, some books checked out, and contacts were made with members of the artistic community and Mr. Eric Luebanos, Executive Director, "Heart of the City". Attendance for the Library's first ever "Art Walk" night was 630 visitors. There were many compliments on the appearance of the building and the friendly, helpful staff that work at the Library.

Canvas Book Bags & Promotional Bags -- The Library will be ordering 400 canvas book bags from Howland Industries out of Chicago, Illinois. Howland Industries produces a very heavy weight duck canvas (comparable to sail cloth canvas) for \$4.75 a bag. Howland has provided the Library with its canvas book bags in the past, and they are very good quality items at very reasonable price. These will be the bags that the Library sells to the public, or uses as prizes and gifts. Related to this, the Library will also be giving out plastic promotional bags. These bags will have the Library's logo of the palm trees growing out of an open book on one side and all three libraries location information, telephone numbers, and hours of operation on the other. These bags will be given out for special occasions or events, book drives, library card registrations, etc.

Storage Unit-Update -- The Library has received a purchase order for the lease of an 1,800 square foot storage unit at La Plaza Self Storage on South Bicentennial. There has been a slight delay in being able to take possession of the unit. There is apparently some need for the Library to do some further negotiation with the owners of the building. The owners live in Houston, Texas and the on-site business manager is doing her best to work with us to maintain the dialog. In the mean time the Library is preparing a bid package for the purchase of 50 shelving units that will be going into this unit.

Employee Appreciation -- As a means of showing staff at the Lark Branch Library how much their hard work and team efforts are appreciated, Bill McGee, Lark Branch Manager has initiated a program of treating his staff to a luncheon feast on the first payday Friday of the month after the posting of the prior month's circulation statistics. In order to earn this luncheon feast the branch needs to have a circulation that accounts for at least 30% of the system's total circulation for the prior month. In March 2006 the Lark staff were treated to pizzas for February's circulation figures, and on May 12th they will be enjoying botana platters for having achieved this goal in April 2006.

Fiscal Year 2006-2007 Budget -- Library is in the process of planning next year's operational budget. Some of the topics that will be looked at are: having the same hours of operation at all three of the libraries in the system; continuing with the first Friday of the month "Art Walks" come fall; having as much of newly acquired library materials arrive "shelf-ready"; and a well rounded collection development program. The Library, in conjunction with the city's I.T. Department, is examining setting up "thin client" computer labs and workstations for use in all three libraries. The cost to the city may be in the range of \$30,000-\$50,000 a year, but the savings to the city, with this cost included, could begin at \$100,000 a year. The Houston Public Library System has this type of thin client system and the Library will be in contact with them about costs, ease of use and maintenance issues.

KTLM Studio Interview -- Danny Martinez, Assistant News Director, at KTLM, Channel 40 has contacted the Library to arrange for an in-studio interview about services that are offered by the Library. In the past these opportunities have been handled very capably by Ms. Sylvia Arizmendi.

HEB Reading Program -- The Library has recently been contacted by someone from HEB wanting to know if the Library would be interested in being a partner in their "Read, Write, and Connect" program. Staff from HEB will be visiting area public libraries and reading stories to children during story hours. This was a preliminary request of interest, and it would make a very nice addition to our Summer Reading Program.

Paperback Book Drive -- Periodically the Library and the Friends of the Library will receive requests from smaller communities, local Boys and Girls Clubs, and from the County Jail and Juvenile Detention Center. At various times there are clothing drives like "Shareable Wearable" that are done for needy families and children. The Library was thinking that maybe something similar could be done to help foster reading for those need it most. The timing on this sort of book drive could be done so that the materials collected could be distributed at various times throughout the year.

Beverly Kadhim's Retirement 4/28/2006 -- Beverly Kadhim, Children's Supervisor at Main, retired officially on Friday, April 28, 2006. Mrs. Kadhim had been with the Library for 12 years. Prior to coming to McAllen she had been living and working in Baghdad, Iraq as a school librarian and teacher at an international school for diplomats children. Mrs. Kadhim was in Baghdad during the first Gulf War in the 1980's.