

Library Board Minutes February 24, 2021

APPROVED

STATE OF TEXAS           §  
COUNTY OF TARRANT   §  
CITY OF BEDFORD       §

The Library Board of the City of Bedford, Texas, met in a video conference at 7:00 p.m. on the 24th day of February 2021 to review items on the regular agenda and to hear staff reports, with the following members present, constituting a quorum:

**Present:**

Dave Bowersock  
Margaret Carroll  
Susan Hampton  
Stacy Herron  
Janet Key  
Gayle Roland

**Also Present:**

Councilman Dan Cogan  
Maria Redburn

(The following items were considered in accordance with the official agenda posted on the 19th day of February 2021.)

**CALL TO ORDER**

Board Chairperson Carroll called the meeting to order at 7:00 p.m.

**ROLL CALL/INTRODUCTIONS**

**APPROVAL OF MINUTES**

1. Consider approval of the following Library Board minutes:  
January 20, 2021 regular session.

Board Member Key made a motion to approve the minutes. Motion was seconded by Board Member Herron. Motion passed unanimously.

**OLD BUSINESS**

2. Report on Library Satisfaction Survey presentation to City Council.

Library Director, Maria Redburn, reported that the presentation was short due to a packed agenda. Mayor Boyter requested information on the percentage of Bedford residents who completed the survey. Review of the survey respondents showed that Bedford zip codes accounted for 76% of survey responses. Councilman Sartor had encouraged the library to do virtual author visits. Councilman Cogan reported that he chosen to highlight comments from the "Because of the Library I" section that tell the story of the impact that the library has on the community.

3. Report on impact of Coronavirus disease (COVID-19 on library operations and services.

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Library Director, Maria Redburn, reported that the Teen Room had been opened due to Councilman Cogan's encouragement at the City Council meeting on January 26. At this time no other changes have been made in hours of operation or opening other areas of the library.

**NEW BUSINESS**

**4. Discussion and possible action regarding the cancellation of the July and December 2021 Library Advisory Board Meetings.**

Board Chairperson Carroll asked for Library Advisory Board input on cancelling the July 2021 and December 2021. She explained that this has been traditionally done in the past. Board Member Key made the motion to cancel the July and December meetings. Board Member Hampton seconded the motion. Motion passed unanimously.

**5. Discussion on Library Advisory Board participation in SWOT analysis of the Library Business Plan.**

The acronym SWOT stands for strengths, weaknesses, opportunities, and threats. Library Director Redburn is in the process of working with Library staff on a two year Library Business Plan. As representatives of the community, it is important to get Library Advisory Board perspective on the Library's strengths, weaknesses, opportunities, and threats. Brandi West will facilitate the SWOT analysis on Wednesday, April 21, 2021 at 7:00 p.m. via Zoom. At the request of the board members, Redburn will provide Library Advisory Board members the results from the Library staff SWOT Analysis.

**6. Report on Book Sale results.**

Board Member Key reported that the Bedford Library Friends held a Socially Distanced Book Sale from January 29 - January 31. The Friends sold \$1,676.54 and received an additional \$169 in donations. Board Member Key praised the organization skills of Debby Allbach for the management and success of the book sale. A three day book sale will be held August 12 - 14.

**7. Report on upcoming HEB Reads! Annual Kickoff Event.**

Library Director Redburn reported that the HEB Reads! Kickoff Event will be a drive-through event. The event will be held on Saturday, May 1 from 10:00 a.m. - 1:00 p.m. Organizers have made a plan that will keep HEB Read! traffic away from the Pat May Center since it is a Voting Day site. Attendees will have the option of free meals from In-N-Out Burger.

**Reports**

**8. Discussion and distribution of Library Director's Report.**

Board Member Carroll reviewed highlights in the report. See attached report.

**NEXT MEETING**

**9. The next meeting of the Library Advisory Board is Wednesday, March 17, 2021.**


**ADJOURNMENT**

The meeting was adjourned at 7:45 p.m. by Margaret Carroll.

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1<sup>st</sup> by Board Member Roland  
2<sup>nd</sup> by Board Member Hampton

APPROVED

  
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Maria Redburn, Acting as Secretary  
Bedford Public Library Advisory Board