

Library Board Minutes April 21, 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 21st day of April 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  
Jim Davis  
Susan Hampton  
Stacy Herron  
Lori Irvin  
Janet Key  
Gayle Roland

**Also Present:**

Maria Redburn  
Brandi West

(The following items were considered in accordance with the official agenda posted on the 16th day of April 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:  
March 17, 2021 regular session.**

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

**NEW BUSINESS**

**2. Review and discussion on strengths, weaknesses, opportunities, and threats for the Library Business Plan.**

Brandi West facilitated a discussion with Library Advisory Board members on the strengths, weaknesses, opportunities, and threats.

**Strengths**

- Children's programs
- Variety of programs for different audiences
- Expertise of staff

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**Strengths Continued**

- Staff have the answers
- Continued excellence year after year
- Staff is motivated
- Collection is forward thinking
- Up-to-date current collection
- Multi-faceted communication especially during COVID (social media and email with current events)
- Try to meet the needs of all populations
- Flexibility and thinking outside the box
- Delivering holds when library was closed
- Variety of programs and creativity
- Library reflects Maria Redburn to the core (creative, attentive to variety of people, all inclusive, cognizant of differences, listens, looks for next thing, and hire diverse staff)
- Maria listens to staff and their ideas
- Cross training of staff
- Professional Development for staff
- Open 7 days and evenings
- Study Rooms
- Teen spaces
- Extended WIFI
- Collaboration and Network

**Weaknesses**

- People who think library is antiquated
- Perception of library by public
- Need to reach more people
- Reach people who are not on social media
- More books
- More ebooks
- Underfunded collection budget
- Evaluate other ebook platforms
- 10 book hold limit
- Holds waiting list for books ordered 3 months in advance uses one of their slots
- Ordering books that are being made into movies
- Lack of space
- More shelving for books
- More staff needed
- Need more parking lights
- Dark in the back
- Safety issues in parking area
- Missing books in a series
- Science Fiction not separated
- More wholesome materials
- More not R-rated films
- More family type content
- More apartment complex collections needed

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Opportunities

- More visible publicity
- Lucky Day Book (no renewals/too hot to hold would drive people into library)
- Electronic shelves
- Compact shelves
- HEB Library Card
- Improve safety
- Add lighting in parking lot
- Used weeded books from book sale for apartment complexes
- Attention given to staff to increase part-time hours to increase value to library
- Use surplus to increase staff
- Refresh of equipment

Threats

- Funding won't keep up with inflation
- Static budget
- COVID threat (mutations)
- Communicable diseases
- Closure due to pandemic
- Obsolescence
- Competition from other area libraries
- Rising cost of content
- Rapid change of technology
- Keeping up with the ever-changing trends
- Online purchase of books from Amazon rather than using the library

**Reports**

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

Redburn reviewed highlights in the report. See attached report.

**NEXT MEETING**


**9. The next meeting of the Library Advisory Board is Wednesday, May 19, 2021.**

**ADJOURNMENT**

The meeting was adjourned at 8:15 p.m. by Margaret Carroll.

1<sup>st</sup> by Board Member Davis

2<sup>nd</sup> by Board Member Hampton

  
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Maria Redburn, Acting as Secretary  
Bedford Public Library Advisory Board

Library Board Minutes March 17, 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 12th day of March 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  
Jim Davis  
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 17th day of March 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:  
February 24, 2021 regular session.**

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

**OLD BUSINESS**

**2. Discussion on Library Advisory Board participation in SWOT analysis for the Library Business Plan.**

Library Director, Maria Redburn, reported that Brandi West will facilitate the meeting via Zoom on Wednesday, April 21, 2021 at 7:00 pm. Board members will assess the strengths, weaknesses, opportunities, and threats facing the library. Due to Zoom, Board members will give feedback round robin style. Redburn will be sending out SWOT list from staff and survey responses ahead of time.

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

Library Director, Maria Redburn, reported the following changes have been made:

- Masks required when social distancing is not an option
- Reading Room and Study Rooms are open
- Sunday hours resume on April 11

**NEW BUSINESS**

**4. Discussion Library Volunteer of the Year nominations.**

Library Board reviewed nominations for 2019 Adult, 2019 Teen, and 2020 Adult. Library Advisory Board was impressed with the quality of nominations and it made the selection difficult. Some discussion was had in potentially expanding categories and developing a weighted criteria to make it easier to evaluate the nominations. The Library Advisory Board decided to recognize two adult volunteers for 2020. The following volunteers were selected:

- Adult 2019 Volunteer of the Year - Corliss Wall
- Teen 2019 Volunteer of the Year - Allison Bendersky
- Adult 2020 Volunteer of the Year - Debby Allbach
- Adult 2020 Volunteer of the Year - Marla Hoffman

**5. Review of upcoming Spring programs and activities.**

Library Director reported that due to popularity, Krishna Shenoy was offering a Homemade Health Salad Dressings From Scratch Cook Along on March 25. Redburn reported that the Scavenger Hunts in the Children's Area continue to be popular. The Spring Newsletter with all the activities reviewed is attached.

**Reports**

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

Redburn reviewed highlights in the report. See attached report.

**NEXT MEETING**

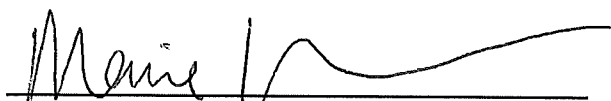
**9. The next meeting of the Library Advisory Board is Wednesday, April 21, 2021.**

**ADJOURNMENT**

The meeting was adjourned at 8:15 p.m. by Margaret Carroll.

1<sup>st</sup> by Board Member Davis

2<sup>nd</sup> by Board Member Hampton

  
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Maria Redburn, Acting as Secretary  
Bedford Public Library Advisory Board