

# CITY OF MANSFIELD

*104 South Wisteria  
Mansfield, TX 76063  
<http://www.mansfield-tx.gov>*



## **Meeting Minutes - Final**

**Wednesday, October 14, 2009**

**6:00 PM**

**Community Room**

**Mansfield Public Library Advisory Board**

**1. CALL TO ORDER**

*President Evans called the meeting to order at 6:08 p.m.*

*Members present: Suzonne Evans, Cindy Gray, Judy Lee, Sherri Chambers, Kelly Campbell, and ex officio Paula Highfill*

*Members absent: Bobby Quinten and Janice Knight*

*Library staff present: City Librarian Steve Standefer, recorders Geneva Combest and Dorothy McGuinness.*

*Community Services Director Shelly Lanners was in attendance.*

*NTRLS Assembly Representative Jenny Elliott was also in attendance*

**2. APPROVAL OF MINUTES**

*Kelly Campbell moved to approve the minutes of the August 12, 2009 meeting, seconded by Cindy Gray. Passed 5 - 0.*

**3. CITIZEN COMMENTS**

*Community Services Director Shelly Lanners passed out flyers from Hawaiian Falls water park announcing the 2010 Season Pass Special for Mansfield Residents valid online at [www.hfalls.com](http://www.hfalls.com) through November 15, 2009. Zip code 76063 and promo code required.*

**4. CITY LIBRARIAN'S REPORT**

*Welcome new Board members. Mr. Standefer welcomed the reappointed library advisory board members: Sherri Chambers, Cindy Gray, and Judy Lee as well as new board member, Bobby Quinten, who was unable to attend this meeting due to a prior commitment.*

*Friends of the Library. President Paula Highfill announced that the 2010 Mansfield Reads! author and book have been chosen: The Last Dickens by Matthew Pearl. The date of Mansfield Reads! is April 30, 2010. Mr. Pearl will be in Irving on Tuesday, October 20, 2009, doing a presentation on his book about Edgar Allan Poe. Ms. Highfill said a group from the Friends would be attending and invited any interested board members to meet them at the library by 5:45 p.m. to carpool to the event. The Last Dickens should be available in paperback no later than April 2010 and perhaps as early as November 2009 or February 2010. It is a mystery based on what happened to Dickens last story. Mr. Pearl lives in Cambridge, Massachusetts. On the day following Mansfield Reads!, Saturday, May 1, 2010, a writers' workshop will be held.*

*Ms. Highfill reminded the board that the Mansfield Writes Friends Program is Friday, November 6, 2009, from 7:00-9:00 p.m. in the main library. Registration is available on the Friends of the Library website [www.friendsofmansfieldlibrary.org](http://www.friendsofmansfieldlibrary.org) which can also be reached via the City of Mansfield website. Six to seven authors have confirmed. Author information is available on the kiosks near the book drop. Since the event will be held in the library reading area, Mr. Standefer and Ms. Weber will be on hand to deal with any patrons who might come in looking for service as usual.*

*FY 2010 Budget. Mr. Standefer presented the Mansfield Public Library Budget and Library Usage Comparisons for FY2006 annually through FY2010 to the Board. The library budget is 3% less than FY2009. The library materials budget is 17% less than FY2009. Even though there are no staff salary increases, there was a 5.2% increase in personnel costs due to rising insurance costs. The city is still under a hiring freeze leaving the library with three open positions.*

*Mr. Standefer noted that the library is discontinuing several data bases including the Gale Core Four data bases: Legal Forms online, Chilton's Automobile Repair online, Testing & Education References online, and Pricing Antiques & Collectibles online. The Gale Core Four databases had only 750 hits in 2009. Patron usage of these data bases did not justify the cost of continuation. Patrons ask for the information but most still prefer it in print form. Providing the information sources in print form will be more cost effective at the present time.*

*Mr. Standefer remarked that while the figures for FY2010 are not final figures, he has made the following observations: Usage is leveling off – the library is at capacity. The twelve data bases subscribed to had over 50,000 hits which can be considered as an addition to our circulation statistics. The library has over 75,000 items in the collection. Program attendance, mostly through our youth programs, seems to be tapering off. The library is getting a core group of library users; even the meeting room usage is following this tapering off trend.*

*Changes in the operation. Mr. Standefer reported that the library is tightening up on who gets to do what with their library card. All patrons must pay their late fees before checking out or renewing materials.*

*The library hours of operation have been reduced to 50 hours per week. Beginning Tuesday, October 13, 2009, the library closes at 6 p.m. on Tuesday evenings. The library hours are Monday and Thursday until 8 p.m.; Tuesday, Wednesday, and Friday until 6 p.m.; and Saturday until 4 p.m. Mr. Standefer stressed that 50 hours per week is the basic standard for libraries serving a population range of 50,000 – 100,000. The Mansfield Public Library has 10 FTE (full-time equivalent) employees which meets the standard of 1 FT employee per 1,000 population. This library facility was built to serve a population of 25,000 – 50,000. It and the staff are providing services that far exceed this estimate.*

*After a brief discussion to better understand the need to reduce hours and the concerns raised that less money, less hours, and less services would make patrons say that we are not providing what they need, Mr. Standefer explained that the City's revenue is a finite number. With current staffing, the could not keep up. The library relies heavily on volunteers for shelving with 2,700 volunteer hours during FY2009. Revisions in areas such as reducing Youth Story times to once per week, locking the book drop during the hours that the library is open, and tightening up on circulation allows the staff to work smart and get the job done. Mr. Standefer noted that there has been very little concern expressed by patrons.*

*Time and date of next meeting. The next meeting will be November 11, 2009, at 6 p.m., in the Community Room. This will be the annual meeting with election of officers.*

## **5. BOARD MEMBER COMMENTS**

*Judy Lee apologized to the Board for missing the last two meetings. Family health concerns prevented her from attending. Mr. Standefer announced that retired Board member Jason Miller will receive a plaque of appreciation for his service at the City*

*Council meeting October 26, 2009. Cindy Gray remarked that the library staff does a wonderful job. Suzonne Evans noted that the library was fortunate in this economic climate not to have to have staff furloughs as has been the case in neighboring communities. Mr. Standefer reassured the board that no staff lost hours and that the City Manager's Office and the Community Services Director are extremely supportive of the library and its staff.*

**6. ADJOURN**

*There being no further business, President Evans adjourned the meeting at 6:58 p.m.*

**CERTIFICATION**

All meetings of the Mansfield Public Library Advisory Board and its committees are open to the public.

I certify that this agenda was posted at the main entrance and on the web site of the Mansfield Public Library by 5:00 p.m., October 9, 2009, in accordance with City policy.

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Steven R. Standefer, MLS  
City Librarian