

**Library Advisory Board  
Meeting Minutes  
May 7, 2019**

**Present:** Diane Pizarro  
Heather Wang  
Michael Bronsky  
Misty Jackson-Miller  
Shari Childers  
Steve Lavine

**Absent:** Fred Karr  
Rama Krishnan  
Tamra Sadafsaz

**City Staff:** Libby Holtmann, Director of Libraries  
Janet Cox, Library Technical Services Manager  
Dorothy Kibler, Administrative Coordinator

Steve Lavine, Board Chair, called the regular meeting to order at 7:00 P.M. in the Jeanette Bickley Bland Meeting Room, located in the Genealogy Area of W. O. Haggard, Jr. Library, 2501 Coit Road, Plano, Texas.

The minutes of the meeting held on February 5, 2019 were approved as written.

**Agenda Item A. Discuss Rescheduling November 5<sup>th</sup>/Election Day LAB Meeting**

Several Board members involved in election activities on November 5 would be unable to attend the November 5 Library Advisory Board meeting. Misty Jackson-Miller made a motion to move the meeting to November 12. Diane Pizarro seconded this motion. The vote was as follows: For: 6; Opposed: 0.

**Agenda Item B. Collection Development**

Janet Cox provided the Board with an overview of collection management processes and materials lifecycle:

The decision to purchase a majority of materials is based on professional reviews. Other factors influencing purchase include: best sellers, celebrity book clubs, and standing orders for popular authors. Demand (circulation, patron holds, and requests) and budget are factors in quantity ordered.

Standing orders are placed 2 to 6 months out. Once received, items are processed, cataloged and sent on to libraries within 3 days of arrival, 7 days for DVDs.

With circulation of materials, over time decision is made to weed or replace items. Factors considered include circulation statistics, relevance of information and item condition. Items removed from the collection become the property of Friends of the Plano Library where they are then either sold at book sale or discarded.

**Agenda Item C. Library Budget**

The Library budget package has been submitted to Shelli Siemer, the new Deputy City Manager. The only funding request outside Library's budget target was a request to replace our Integrated Library System (ILS). The ILS gives access to and manages library resources, helping to locate resources, manage cataloging, borrowing and other functions.

Steve Lavine asked if the City's IT Department would be making a recommendation in the software purchase. Libby explained the purchasing process would be followed, which includes several steps, beginning with going out for bid.

**Items for future agendas:**

No items were suggested.

The next board meeting is scheduled for Tuesday, August 6, 2019. As there was no further business, Steve Lavine adjourned the meeting at 7:52 P.M.

---

Steve Lavine, Chair