

APPROVED

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The Library Board of the City of Bedford, Texas, met in regular session at 7:00 p.m. in the Library, 2424 Forest Ridge Drive on the 20th day of March 2019 to review items on the regular agenda and to hear staff reports, with the following members present, constituting a quorum:

Present:

Deborah Allbach
Margaret Carroll
Jim Davis
Susan Hampton
Janet Key
Michaeldae Reinhardt
Gayle Roland

Also Present:

Maria Redburn
Mary Woodward
Councilman Michael Boyter

Absent:

Kameron Lewellen
Lori Irvin

(The following items were considered in accordance with the official agenda posted on the 15th day of March 2019.)

CALL TO ORDER

Board Chair Margaret Carroll called the meeting to order at 7:05 p.m.

ROLL CALL/INTRODUCTIONS

APPROVAL OF MINUTES

**1. Consider approval of the following Library Board minutes:
February 20, 2019 regular session.**

The minutes were unanimously APPROVED.

1st by Board Member Allbach
2nd by Board Member Hampton

NEW BUSINESS

3. Review and discussion of patron deletion procedures

APPROVED

Mary Woodward, Circulation Services Supervisor, presented information on the best practices associated with keeping the library card database up to date. According to the Public Library Association, library cards should be deleted 3 years after expiring. Since migrating to Koha in October of 2016, the Library has not deleted any expired library cards due to the learning curve related to the new system.

In February, library staff deleted 8,900 cards that expired for calendar years 2013 and 2014. Going forward, patrons with valid email addresses will be alerted that their cards will soon expire. As of late February, Koha has been configured to send automated emails to patrons with expiring library cards. Additionally, the Library sent over 10,000 emails to library card holders whose cards expired since 2015.

After discussion, the Library Advisory Board agreed that it would be better to delete cards that have expired in 2015 through March of 2016. Those records will be deleted on April 30 of 2019. This will result in an additional 7,600 patrons being deleted. Beginning in May, Library staff will be deleting library cards as they hit the three-year mark on a monthly basis January has been the biggest month each year for library card registrations. A final deletion notice will be sent before cards are removed. This will result in a cleaner database with active users and greater efficiency by staff in maintaining the database.

4. Review and discussion on Library of Things Collection.

Library staff developed a one-page survey to assess interest in various categories of things that can be circulated. The survey has had 180 respondents to date and will run through the end of March. Survey results will be used to help narrow items to research prior to purchase using the \$3,000 Atmos Energy grant. Staff is developing the following:

- Collection guidelines for items to be circulated
- Circulation procedures
- Donation guidelines for items

REPORTS

6. Discussion and distribution of Library Director's Report.

Library Advisory Board reviewed the March Report. Concern was expressed over changes in the Texas State Library and Archives grant program.

NEXT MEETING

7. The next meeting of the Library Advisory Board is Wednesday, April 24, 2019.

ADJOURNMENT

The meeting was adjourned at 8:05 p.m. by Margaret Carroll.

1st by Board Member Key

2nd by Board Member Davis

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**Maria Redburn, Acting as Secretary
Bedford Public Library Advisory Board**