

Approved

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The Library Board of the City of Bedford, Texas, met at 7:00 p.m. in the Library, 2424 Forest Ridge Drive on the 16th day of August 2023 to review items on the regular agenda and to hear staff reports, with the following members present, constituting a quorum:

**Present:**

Teri Clifford  
Rachel Feltenberger  
Susan Hampton  
Janet Key  
Dan Mendoza

**Also Present:**

Dan Cogan, Council Liaison  
Maria Redburn, Library Director

(The following items were considered in accordance with the official agenda posted on the 15th day of August 2023.)

**CALL TO ORDER**

Board Chair Janet Key called the meeting to order at 7:00 p.m.

**ROLL CALL/INTRODUCTIONS**

**PUBLIC COMMENTS**

No public comments were given.

**APPROVAL OF MINUTES**

**1. Consider approval of the following Library Board minutes:  
May 17, 2023, regular meeting**

Board Member Clifford made a motion to approve the minutes as read. Motion was seconded by Board Member Mendoza. Motion passed unanimously.

**NEW BUSINESS**

**2. Review and discussion regarding the Annual Library Satisfaction Survey.**

Library Director Redburn asked for feedback regarding the new services to include in the survey. The Board determined that the survey should include the scavenger hunt. The following new services were included in the survey. Children's Catalog Cooking Classes, Hydroponic Garden, Wonderbook Chapter Books, and the Scavenger Hunt for kids. Board Member Feltenberger recommended revising question #4 to "Please rate the following library services".

Approved

The survey will run September 1 – November 15. Library Director Redburn reviewed marketing strategies for the survey. The survey will be available in print and online.

**3. Update on the Budget Process.**

Library Director Redburn reported that the Library had three supplemental requests included in the proposed budget which included replacing the current security cameras, \$15,000 for e-books, and \$4,000 for programming. Library staffing study and restructuring has been included in the budget to address salary issues.

**4. Update on upcoming facility and technology projects.**

The control panel computer was replaced for the automated materials handling system. The Circulation Server will be upgraded on August 30 to migrate to Base Camp which will allow staff to access reports from a cloud-based system. The RFID security gates will be replaced on September 11. The Library will be replacing the carpet in the adult area at the end of September. Closure dates will be determined based on recommendations by the carpet contractor. The Library will be using KOHA for the Point-of-Sale system.

**5. Report on upcoming fundraisers for the Foundation and the Friends.**

The Friends are busy preparing for Pumpkin Patch. The Pumpkins will be delivered on Monday, October 9. The Pumpkin Patch will be open October 10 – October 31.

The Foundation will be participating in North Texas Giving Day on Thursday, September 21 with a Watch Party at Turning Point. Beer, Brats, and More will be held on Saturday, October 21. A Bedford Christmas will be held on Saturday, November 11.

**6. Report on the Friends Big Book Sale.**

Chairperson Key reported the thirty volunteers assisted with the setup. There were many positive comments about the organization of the sale. The Friends raised over \$3,771.25 in two hours on Preview Night. It took several hours the next morning to clean up. The Friends did get some complaints about not being able to shop due to booksellers. The book sale raised \$6,943 dollars that included \$1,015 in donations.

**REPORTS**

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

Board report attached.

**NEXT MEETING**

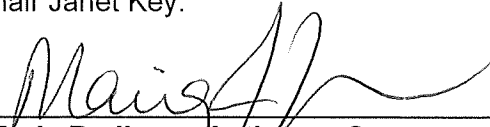
**6. The next meeting of the Library Advisory Board is Wednesday, October 18, 2023.**

**ADJOURNMENT**

Motion to adjourn was made by Board Member Hampton and seconded by Board Member Feltenberger.

Approved

The meeting was adjourned at 8:00 p.m. by Board Chair Janet Key.



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