

STATE OF TEXAS  
COUNTY OF TARRANT  
CITY OF GRAPEVINE

The Library Board of the Grapevine Public Library of the City of Grapevine, Texas met in Regular Session on the 16<sup>th</sup> day of July, 2018 at 6:30PM in the Board Room, Grapevine Public Library, 1201 Municipal Way, with the following members present to-wit:

Janice Cook	Chairman
Lynda Brown	Member
Susan Peabody	Secretary
Gerald Shannon	Member
Karen Smith	Member
Janee Trasler	Member
Debbie Venable	Member

constituting a quorum, with the following members of the City Staff:

Janis Roberson	Library Director
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Duff O'Dell, City Council Liaison, arrived at 6:50PM.

#### CALL TO ORDER

Janice Cook called the meeting to order at 6:26PM.

#### OATH OF OFFICE

Three board members took the oath of office: Susan Peabody, Gerald Shannon, and Karen Smith. The oath was administered by Shawna Barnes, the Assistant City Secretary.

#### INTRODUCTION OF NEW MEMBERS

Gerald Shannon and Karen Smith were welcomed to the Library Board. Everyone introduced themselves to each other.

#### CITIZEN COMMENTS – none

#### ELECTION OF OFFICERS

Janice Cook and Susan Peabody were re-elected to the offices of Chairman and Secretary, respectively.

Motion by Janee Trasler, seconded by Lynda Brown, to approve the April 16, 2018 meeting

minutes as written:  
Ayes: Unanimous  
Nays: None

#### Update on the 2018-2019 Budget

Janis reported that the new budget, which is a flat budget for the year, will be formally presented to the City Council on Monday, July 23, 2018. Janis distributed a handout to the board members showing the data for the past five years of budget. There was no formal action taken.

#### Update on the Quality of Life Request

Janis reported that the Mobile Library has been formally moved from the consideration list to the action list by the City Council. It was approved that not more than \$408K can be spent on the new Mobile Library. The next step is to get a formal quote via the Texas Buy Board. Specifications are underway concerning materials, equipment, and the vehicle. There was no formal action taken.

#### Discussion on the Process for Mobile Library

Janis reported that a 38' Winnebago chassis vehicle will be outfitted by Farber Specialty Vehicle, Inc. It will have a molded fiberglass shell (therefore no leaks onto the books and other materials.) The vehicle will be handicap accessible; half of the space will be devoted to books and the other half to technology. Such things as foldable counters, cameras inside/outside, awning over door and the exterior monitor are planned. The current plan allows for two 19-hour employees to work on Tuesdays and Thursdays each week (based on the library's 3-week circulation), making 2-3 stops each day to locations such as the Resource Center, Scribner Street, Gate House, nursing homes, assisted living facilities, Mills Mall apartment area. The employees must be bilingual. Janis announced that the Mobile Library will be named GROW (Grapevine Resources On Wheels.) Timeframe is to get the specifications completed in time for the September City Council meeting and if approved, begin the 8-9 month buildout. The targeted goal for finished and delivery is May 2019 to allow for training prior to school being out for the summer in June 2019. There was no formal action taken.

#### Update on Library Manager Position

Janis announced that Mr. Chad Hetterley has been hired and will start on August 2<sup>nd</sup>. There was no formal action taken.

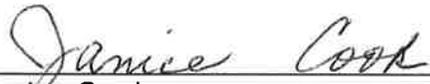
The next quarterly board meeting is scheduled for October 15, 2018 at 6:30PM

ADJOURNMENT

Debbie Venable, seconded by Lynda Brown, motioned to adjourn the meeting at 7:25PM. The motion prevailed by the following vote  
Ayes: Unanimous  
Nays: None

PASSED AND APPROVED BY THE LIBRARY BOARD OF THE CITY OF GRAPEVINE, TEXAS on the 15th day of October, 2018.

APPROVED:

  
\_\_\_\_\_  
Janice Cook  
Chair

ATTEST:

  
\_\_\_\_\_  
Susan Peabody  
Secretary