CITY OF HUTCHINS
NOTICE OF ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING
Tuesday, September 19, 2023 - 6:30 PM
Hutchins City Hall - Council Chambers
321 N.Main St., Hutchins, Texas

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Atwell Public Library Board to be held on Tuesday, September 19, 2023 at 6:30 p.m. at the Hutchins City Hall - Council Chambers located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered:

As authorized by Section 551.071 of the Texas Government Code, the board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the city attorney on any agenda item listed herein.

REGULAR SESSION
A. CALL TO ORDER: President Sanchez will call the meeting to order and declare a quorum.
   1. Roll Call

B. CITIZEN COMMENTS: This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.

C. PRESENTATIONS
   1. Introduction of new board members and orientation announcement.
      Presented by: Olivia Daniels, Librarian
   2. Distribution of library board article and amendments & future meetings.
      Presented by: Olivia Daniels, Librarian

D. CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.
   1. Consider approval of the July 18, 2023 Atwell Public Library Advisory Board Meeting.

E. REGULAR AGENDA
   1. Discuss and consider the election of a new President, for a one-year term ending July 2024.
2. Discuss and consider the election of a new Vice President, for a one-year term ending in July 2024.

3. Discuss and consider the election of a new Secretary, for a one-year term ending July 2024.

F. ITEMS OF COMMUNITY INTEREST

1. Hispanic Heritage Story Time, Wednesday, September 27, 2023 at 4:30 p.m. at Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

2. Library Card Sign-up Month drawing, Friday, September 29, 2023 at 9:30 a.m. at Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

3. National Night Out, Tuesday, October 23, 2023 from 6:00 p.m to 8:00 p.m. - Public Safety Building, 550 W. Paslestin St., Hutchins, TX 75141.

G. ADJOURNMENT

CERTIFICATION

I certify that a copy of the September 19, 2023 agenda of items to be considered by the Atwell Public Library Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on September 15, 2023 before 5:00 p.m.

Olivia Daniels
Staff Liaison
Background Information

On August 21, 2023, at the City of Hutchins- regular City Council Meeting, the council approved appointments and reappointments for the Atwell Public Library Advisory Board for 2023/2025. City Secretary, Cynthia Olguin sent out notices to new library board members. Staff will introduce new board members and remind all members of the upcoming board orientation date presented by City Secretary, Cynthia Olguin.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members attend the orientation meeting.

Supporting Documentation and Attachments
MEETING DATE: September 19, 2023
SUBMITTED BY: Olivia Daniels, Librarian
AGENDA ITEM: C.2.
AGENDA CAPTION: Distribution of library board article and amendments & future meetings.

Background Information

"The purpose of the public library board shall be to provide free, efficient library service to all children, youth and adults for their personal growth and cultural enrichment."(§ 1.12.032. 1992 Code, sec. 8.802). The staff liaison helps to facilitate the recommendations of the board, and the board advocates for the library to the city council. Staff will distribute the library board article and discuss future meetings.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the board review the City of Hutchins Ordinance Duties § 1.12.036 to develop plans on how to improve programs for the development of library facilities, programs, policies, and financial support. Staff recommends library board submit regular agenda items for discussion prior to monthly meetings.

Supporting Documentation and Attachments

1. City of Hutchins Article 1.12 Public Library
ARTICLE 1.12
PUBLIC LIBRARY

DIVISION 1
Generally

§ 1.12.001. Established.

(a) It is the desire of the city to have and maintain within the city limits a public library; that said library shall be free to all citizens in the city, with the privilege of taking materials from the library under the rules and regulations adopted by the library board and approved by the city council.

(b) The said free library shall be called Hutchins Atwell Public Library.

(c) The Hutchins Atwell Public Library shall be maintained and promoted through appropriations of such part of the revenues of the city as may be requested, such request being made in the form of an annual budget presented to the city council and approved by the city council.

(d) All accounts of the Hutchins Atwell Public Library shall be audited in the same manner as other accounts of the city; and the expenditure of all money out of said appropriations for the maintenance of said library shall be approved by the city council before expenditure thereof, and all accounts shall be approved in like manner before the payment thereof.

(1992 Code, sec. 8.801)

§ 1.12.002. Librarian.

(a) The librarian shall be the chief administrative officer of the library department of the city, appointed by and subject to the direction of the city council; and as such shall be in immediate charge of the care, maintenance and operation of the library facilities contained therein of the city.

(b) The duties of the librarian shall be as follows:

(1) To attend meetings of the library board and advise with the library board pertaining to the planning development and operation of the library facilities of the city.

(2) To recommend for employment required personnel according to standard procedures set forth by the city and, upon employment, shall supervise them in the performance of their various duties.

(3) To administer, operate and maintain existing library facilities and plan for the acquisition, development and operation of proposed facilities in accordance with the policies of the city council.

(4) To inform the general public of the services and facilities being provided by the library department.

(5) To solicit suggestions from the general public to improve or increase the effectiveness of the services.

(6) To cooperate with governmental and voluntary organizations and agencies in the furtherance of library facilities.

(7) To prepare manuals, bulletins and reviews on library problems.
§ 1.12.002

(8) To provide upon request assistance of technical nature to community agencies and organizations having problems relating to library facilities and programs.

(9) To counsel with officials of public and private organizations and other interested groups concerning community library activities and assist them in promotion of library services.

(10) To conduct studies of local conditions and needs for library services and assist with recruitment and training of library personnel.

(11) To prepare an annual budget for submission to the city council.

(12) To furnish each member of the library board a copy of this article, with any amendments, and such other information that may be helpful in carrying out their duties.

(1992 Code, sec. 8.803)

§ 1.12.003. through § 1.12.030. (Reserved)
§ 1.12.031. Name.
The name of the library board shall be Hutchins Atwell Public Library Board.
(1992 Code, sec. 8.802)

§ 1.12.032. Purpose.
The purpose of the public library board shall be to provide free, efficient library service to all children,
youth and adults for their personal growth and cultural enrichment.
(1992 Code, sec. 8.802)

§ 1.12.033. Composition.
The public library board shall consist of six (6) members appointed by the city council for two-year terms,
three (3) members being appointed each year; said library board shall, in cooperation with the librarian,
act as an advisory body to the city council in the supervision and management of the free public library
within the city limits of the city.
(1992 Code, sec. 8.802)

§ 1.12.034. Organization.
Library board officers shall be president, vice president and secretary, to be elected for one-year terms by
the membership of the board at its first meeting after appointment by the city council.
(1992 Code, sec. 8.802)

§ 1.12.035. Dismissal and replacement.
The dismissal and replacement of board members shall be effected as follows:

(1) Any board member having three (3) consecutive unexplained absences from regular meetings of the
library board shall be reported to the city council for replacement, and a name will be submitted at
the same time to fill the vacancy.

(2) Any board member shall be subject to removal by the city council for any cause deemed by the city
council sufficient for his/her removal in the interest of the public service; but only after a public
hearing before the city council on charges publicly made, if demanded by such member within ten (10)
days.

(3) The unexpired term of a board member whose place has been removed or otherwise become vacant,
except for absences, shall be filled by one recommended by the library board and approved by the
city council.
(1992 Code, sec. 8.802)

§ 1.12.036. Duties.
The duties of the library board shall be as follows:

(1) It shall follow the rules and regulations prescribed by the city council for the conduct of its business.

(2) It shall act only in an advisory capacity to the city council in all matters pertaining to the library.
§ 1.12.036  
(3) It shall study and encourage the development of adequate library facilities for the residents of the city.

(4) It shall recommend policies on library service for approval by the city council.

(5) It shall advise the librarian on problems of development of library facilities, programs and improved library services.

(6) It shall recommend to the city council suggested programs on the development of library facilities, programs and financial support.

(7) It shall have periodic inventories made of library services that exist or may be needed, and make recommendations to the city council and to the librarian.

(8) It shall advise in coordinating the library service with the programs of other governmental agencies and voluntary organizations.

(9) It shall review the effectiveness of the librarian with the city council.

(10) It shall assist in interpreting the policies and functions of the library department to the public.

(11) It shall make recommendations to the city council relative to the annual budget for the library department.

(12) It shall advise the librarian on the development of long-range capital improvement programs, and, when in its opinion the need exists for additional library facilities, it shall make appropriate recommendations to the city council.

(13) It shall recommend to the city council the amount to be charged as a fee for the use of any library facilities.

(14) It shall recommend to the city council rules and regulations governing the administration of the library program and the use of library facilities.

(15) It shall make any other recommendations to the city council regarding library matters that it considers advisable.

(16) It may solicit for the city gifts, revenues, bequests or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the city council.

(17) It shall, whenever in its opinion it is desirable or necessary to establish operating hours during which library facilities shall be operated, recommend to the city council such hours of operation, and if approved by the city council, such hours shall be posted on the entrance of such buildings, facilities, etc., and shall be deemed as the official hours of operation.

(18) It shall recommend the establishment of such professional library association relationships as shall enhance the growth and service of the Hutchins Atwell Public Library. It shall cooperate with local, state, and national agencies in their efforts to raise the standards and enrich the efforts of library services.

(1992 Code, sec. 8.802)
AGENDA STAFF REPORT

MEETING DATE: September 19, 2023
SUBMITTED BY: Olivia Daniels, Librarian
AGENDA ITEM: D.1.
AGENDA CAPTION: Consider approval of the July 18, 2023 Atwell Public Library Advisory Board Meeting.

Background Information

Library board meeting minutes for the month of July 2023:
- July 18, 2023 Regular Atwell Public Library Board Advisory Meeting

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the library board meeting minutes for the month of July 2023.

Supporting Documentation and Attachments

1. July 18, 2023 Atwell Public Library Board minutes
MINUTES
CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING
Tuesday, July 18, 2023– 6:30 PM
Hutchins City Hall- Council Chamber
321 N. Main St., Hutchins, Texas

The Atwell Public Library Advisory Board met at the Hutchins City Hall- Council Chamber located at 321 N. Main St., Hutchins, Texas, on Tuesday, July 18, 2023, with the Regular Library board meeting beginning at 6:30 p.m. at which time the following items were discussed and considered:

REGULAR SESSION:

A. CALL TO ORDER: President Jessica Sanchez called the meeting to order at 6:33 p.m.

1. Roll Call: Board Members in attendance: President Jessica Sanchez, Secretary Felix Nelson, Board Member Brenda Campbell, and Board Member Angela Robertson. Vice President Yvette Lewis and Board Member Gerald Hollis were absent.

B. CITIZEN COMMENTS: None.

C. PRESENTATIONS

1. Overview the Summer Reading Program and Reading Challenge
   Presented by Jesus Rios, Library Assistant

   Library Assistant, Jesus Rios gave statistics on participation in the Summer Reading Challenge, the summer sign-up kickoff at Quail Run, and weekly activities. Mr. Rios requested volunteers from the board at the Summer Reading award ceremony.

   Presented by Olivia Daniels, Librarian

   Librarian, Olivia Daniels gave an overview on current and upcoming outreach activities at the library, as well as upcoming partnerships with Wintergreen Terrace MHC and Hutchins-Gateway Apartments. Ms. Daniels also gave a visual presentation on how to get started with the library’s new eBook and audiobook app SimplyE.
D. **CONSENT AGENDA** – All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.

1. Consider approval of the July 18, 2023, Atwell Public Library Advisory Board Meeting minutes.

   Board Member Robertson made the motion seconded by Secretary Nelson to approve the Consent Agenda as presented. All in favor, the motion was carried unanimously 4-0.

E. **REGULAR AGENDA**

   None.

F. **ITEMS OF COMMUNITY INTEREST**

   President Sanchez announced the items of community interest.

G. **ADJOURNMENT**

   Board Member Robertson made the motion seconded by Board Member Campbell to adjourn the meeting at 6:57 p.m. All in favor, the motion was carried unanimously 4-0.

**PASSED AND APPROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD AT A REGULAR MEETING HELD ON AUGUST 15, 2023.**

**APPROVED:**

_______________________________
Jessica Sanchez, President

**ATTEST:**

______________________________
Felix Nelson, Secretary
MEETING DATE: September 19, 2023  
SUBMITTED BY: Olivia Daniels, Librarian  
AGENDA ITEM: E.1.  
AGENDA CAPTION: Discuss and consider the election of a new President, for a one-year term ending July 2024.

Background Information

The Atwell Public Library Advisory board will elect a new President according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034
Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elect a President from the board members present.

Supporting Documentation and Attachments
MEETING DATE: September 19, 2023  
SUBMITTED BY: Olivia Daniels, Librarian  
AGENDA ITEM: E.2.  
AGENDA CAPTION: Discuss and consider the election of a new Vice President, for a one-year term ending in July 2024.

Background Information

The Atwell Public Library Advisory board will elect a new Vice President according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034  
Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elect a Vice President from the board members present.

Supporting Documentation and Attachments
MEETING DATE: September 19, 2023
SUBMITTED BY: Olivia Daniels, Librarian
AGENDA ITEM: E.3.
AGENDA CAPTION: Discuss and consider the election of a new Secretary, for a one-year term ending July 2024.

Background Information

The Atwell Public Library Advisory board will elect a new Secretary according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034
Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elects a new Secretary from the board members present.

Supporting Documentation and Attachments