

MEETING MINUTES FOR THE HEWITT LIBRARY BOARD
HEWITT, TEXAS
July 10, 2023, 6:00 pm

Members presentMembers absent
Sally Goldman, PresidentJulie Holcomb
Lydia Dashner, Vice President
Jenny Hunt, Secretary
Betty J. Smith
Jerry Snider
Delores K. Sincerney

Call to Order

President Sally Goldman called the meeting to order to order around 6:05 with 6 members present.

Regular agenda items

1. Approval of minutes from the previous meeting

Minutes from the previous meeting on May 8, 2023 were approved. A motion to approve was made by Jerry Snider, seconded by Lydia Dashner, and confirmed by all present.

2. Discussion and consideration of policy update: Circulation Services Policy

In advance of Director Waynette Ditto's retirement, the board reviewed the circulation services policy, along with several other key policies listed below. In October the board will look at select secondary policies.

Waynette began the discussion by highlighting recent updates to this policy: these included expansion of application for library cards to the 16-18 years old age group, along with expansion of acceptable ID formats to include school ID cards (for this age group). Other updates: a paragraph about museum passes was added to reflect recent offerings; the late fees schedule was added in detail; and information was added about process for damaged materials.

The board determined to add "religious" to the list of backgrounds represented in the Hewitt community. Section: **The Community**. Sentence: **The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.**

The board requested to add an explanatory note regarding patrons between the ages of 16 and 18 to paragraphs (1) and (2) under the heading “We offer three types of library cards for families.”

In paragraph 1a, second to last sentence, text was added as follows: . . . within the past 30 days and **(if under 18)**, having

In paragraph 2, last sentence, text was added as follows: . . . and is renewable and **(if user is under 18)** has a parent or guardian sign . . .

Under the heading “Acceptable forms of identification,” a typo was corrected: “state issued **Identify** Card” was updated to “state issued **Identity** Card.”

Under the heading “Renewal,” a typo was corrected: “customer **assessing** the account” was updated to “customer **accessing** the account.”

Under the heading “Hewitt Public Library State Navigator Interlibrary Loan,” the board recommended that a URL for the State Navigator organization be added to identify the policy as issuing from that organization.

Lastly, Jenny Hunt recommended that section numbers be added to this policy, and she offered to edit the policy for spelling and grammar.

Sally Goldman entertained a motion to approve the Circulation Services Policy with recommended changes. A motion to approve was made by Betty, seconded by Lydia Dashner, and confirmed by all present.

3. Discussion and consideration of policy update: Technology Plan

Director Waynette Ditto asked to hold the discussion of the technology plan, as the incoming library director may wish to make updates to the plan. Waynette will leave notes for her successor on what has been accomplished and what remains to be addressed in terms of technology.

4. Discussion and consideration of policy update: Reconsideration of Library Materials

Director Waynette Ditto noted that City Manager Bo Thomas has reviewed the policy and has no concerns.

On the first page of the statement, the board requested that the title of the board be standardized to “Library Advisory Board.”

In paragraph three, the sentence “Requests from Hewitt Citizens only will be considered” will be updated to reflect the language used on the Request for Reconsideration of Library Materials form (“Only Hewitt residents’ requests with active library cards will be considered”).

On the Request for Reconsideration of Library Materials form, the board requested that the tracking table be labeled as “For Library use only” to prevent patron confusion. An extraneous underline was removed from question 2, and the word “of” was added to change the signature line “Signature Library Director” to “Signature **of** Library Director.”

Sally entertained a motion to approve the changes. A motion to approve was made by Lydia Dashner, seconded by Delores Sincerney, and confirmed by all present.

5. Discussion and consideration of policy update: Collection Development Policy

Director Waynette Ditto began discussion by identifying newly added sections under the heading “The Collection”: Paperbacks, Toys, and Young Adult Collection.

The board determined to add “religious” to the list of backgrounds represented in the Hewitt community. Section: **The Community**. Sentence: **The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.**

In the paragraph under the heading “Philosophy of Selection,” the Freedom to View Statement was added to the principles endorsed by the Hewitt Public Library. These principles are also endorsed by the board.

Director Waynette Ditto requested to delete the last two sentences of the Request for Reconsideration section.

Sally entertained a motion to approve the changes. A motion to approve was made by Jenny Hunt, seconded by Jerry Snider, and confirmed by all present.

6. Director’s Report

Director Waynette Ditto offered a report on the summer programs, which are going very well with good turnout. HPL on the Go has been successful and has freed up Hewitt Parks & Rec staff from having to transport furniture to the library off-site events. A Cameron Park Zoo reading is coming up, along with other end-of-summer activities.

Interviews for the director position are in process, pending Waynette's retirement.

Adjournment

Sally entertained a motion to adjourn around 7:53 pm. A motion to approve was made by Delores Sincerney, seconded by Betty Smith, and approved by all present.

Respectfully submitted:

Jenny Hunt, *Secretary, Hewitt Library Board*