

**MEETING MINUTES FOR THE HEWITT LIBRARY BOARD**  
**HEWITT, TEXAS**  
October 13, 2025

Members present

Sally Goldman, President  
Caitlin Miller, Vice Chair  
Julie Holcomb, Secretary  
Betty J. Smith  
Delores K. Sincerney

Members absent

Linda O'Neil  
Kevin Lightfoot

Matthew Glaser, Library Director

**A. Call to Order**

Sally Goldman called the meeting to order at 6:10 PM.

**B. Consider approval of minutes from the previous meeting**

Minutes were reviewed by the board, and Caitlin Miller made a motion to approve the previous minutes. Motion was seconded by Delores Sincerney and approved by unanimous vote.

**C. Director's Report**

Library Director Matthew Glaser reviewed his report to the board, which focused on two major points of discussion: the revised Library policies and associated forms and procedures and an update on Library projects and developments.

Revised Library Policies and Associated Forms and Procedures

- The Texas State Library has revised their accreditation standards. Those standards, which will take effect in 2027, require libraries to make publicly available their policies regarding circulation, collection development, and internet and technology and confidentiality. In reviewing these policies with the Board, Director Glaser said he was seeking as much feedback as possible. Related to these changes, there will be a workshop with the City Council to review the Library's policies and the associated forms and procedures. The changes were made to provide greater clarity for staff.
  - Circulation Policy
    - Limited the "Required Documents" list to government-issued ids.
    - Clarified access for minors.
    - Added an Acceptable Use and User Agreement.
    - Tightened the requirements for checking out materials and specified how parents or legal guardians may access a minor's account.
    - Clarified the Privacy and Confidentiality and Inactive Accounts policies.
    - Added language regarding options for charging for the replacement cost for lost or damaged books.
    - Added information about the Waco-McLennan County Circuit Program.
  - Collection Development Policy
    - Reviewed and simplified the Collection Development Policy, including the selection of materials. The policy also reflects updated collecting

- areas. For example, information about the local history collection has been removed.
- Updated the policy on the review of materials.
  - Clarified the Request for Reconsideration form, using bullet points instead of paragraphs. Also, added a limit to the number of requests to five per cardholder and required the request be the original work of the submitting patron. Also, streamlined the review process and added language that further reconsideration will happen once the process has completed.
- Internet and Technology
    - Clarified access and internet filtering.
    - Added a section on device lending and added user responsibilities to that section.
    - Prohibited technologies like Tik Tok.
    - Added an AI policy.
  - Information Security and Confidentiality
    - Clarified Third-Party Use to include a statement that third-party vendors are vetted by the library.
  - After reviewing the changes, Director Glaser responded to questions and comments from members of the board.
- Library Projects and Developments
    - The Library has received \$123,000 in grants for technology, funding new laptops and a laptop dispensing kiosk, hotspots, and privacy booths.
    - \$8300 for a Story Walk in Warren Park. The Walk should be delivered by the end of 2025. An inaugural event is planned for January to launch the Walk.
    - Hero Day is planned for November.
    - Because of the end of Baker and Taylor, the Boundless app will go away.
    - Responding to a question from President Goldman, Director Glaser confirmed that the Library is fully staffed.

#### **D. Adjournment**

Betty Smith made a motion for adjournment, which was seconded by Delores Sincerney. The motion was unanimously approved by voice vote. The meeting adjourned at 6:59 PM.

Respectfully submitted:

Julie Holcomb, *Secretary, Hewitt Library Board*