

## **Notice of Public Meeting**

**Pilot Point Community Library Board**  
City of Pilot Point, Texas  
Regular Meeting

Pilot Point Community Library  
324 South Washington Street  
Pilot Point, Texas

**Meeting to be held:  
Tuesday, June 18, 2019  
5:30 p.m.**

### **Agenda**

- A. Roll Call/Call to Order.
- B. Discuss, consider and possible action on minutes from May 21, 2019 regular board meeting.
- C. Discuss, consider and possible action on updates on the Bylaws of the Pilot Point Community Library Board.
- D. Discuss, consider and possible action on May Library Report.
- E. Discuss, consider and possible action on Friends of the Pilot Point Community Library update.
- F. Discuss, consider and possible action on Library services, programs, news or events.
  - 1. Summer Reading Programming Update
  - 2. Library Board Training—Saturday, June 29<sup>th</sup>
  - 3. Library Sign
- F. Adjourn.

In compliance with the Americans with Disabilities Act, the Pilot Point Community Library will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the Library Director at 940-686-5004.

CERTIFICATION: I certify that this notice was posted on the bulletin board in front of the Pilot Point Community Library on June 12, 2019 at 5 p.m. and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.

  
\_\_\_\_\_  
Wendy Turner, Library Director

# Minutes

## Library Advisory Board Meeting

**Pilot Point Community Library Board**  
City of Pilot Point, Texas  
Regular Meeting

Pilot Point Community Library  
324 South Washington Street  
Pilot Point, Texas

**Meeting held on:**  
**Tuesday, May 21, 2019**  
**5:30 p.m.**

**Library Board members present were: Ken Adams, Stephanie Porter, Jan Messman, Whitney Delcourt, Clint Johnson and Assistant Library Director Erica Salinas was also present.**

### Agenda

- A. Roll Call/Call to Order. **Ken Adams called the meeting to order at 5:30 p.m.**
- B. Discuss, consider and possible action on minutes from April 16, 2019 regular board meeting. **Ken Adams made a motion to accept the minutes from the March board meeting. Jan Messman seconded the motion. The March library board meeting minutes were approved.**
- C. Discuss, consider and possible action on updates on the Bylaws of the Pilot Point Community Library Board. **Discussion was held regarding possible bylaws changes. Changes will be voted on in the June meeting. No action at this time.**
- D. Discuss, consider and possible action on April Library Report. **No Action.**
- E. Discuss, consider and possible action on Friends of the Pilot Point Community Library update.
  1. May Book Sale Update. **Jan Messman reported that \$114.00 was made at the book sale.**
  2. Library Wish List
    - Update on Beautification of Library Exterior - **mural is almost completed.**
- F. Discuss, consider and possible action on Library services, programs or events.
  1. Summer Reading Programming – **begins in June.**

**F. Adjourn. Ken made a motion to adjourn the meeting. Clint Johnson seconded the motion. The library board meeting was adjourned at 5:52 p.m. (Next meeting is scheduled for Tuesday, June 18, 2019 at 5:30 p.m.)**

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Ken Adams, Library Board Chair

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Stephanie Porter, Library Board Secretary

The Pilot Point Community Library is a department of the city government.  
The Pilot Point Community Library board is an advisory board.

## **BYLAWS OF THE PILOT POINT COMMUNITY LIBRARY BOARD**

**LIBRARY BOARD:** The Library Board shall consist of five members.  
Candidate names will be submitted for approval to the City Council.

Each board member is appointed for a term of two years, a year being the calendar year from July through June. Positions will alternate years so there will be at least 2 returning members each July.

If a vacancy occurs on the Board, applications will be accepted and submitted to the City Council for approval. The newly appointed board member will serve out the unexpired term of the vacant position.

That person may then be a candidate for a two-year term as a board member.

When a member of the Board misses three consecutive board meetings, that member will be removed automatically and his/her place filled according to the above procedure for filling a vacancy.

At the time of coming onto the Board, each member is to receive a copy of the bylaws and a copy of the *Public Library Advisory Board Handbook*, both items to be returned to the librarian when the member leaves the Board.

**OFFICERS:** Officers of the Board shall be as follows: President, Vice President, and Recording Secretary.

**ELECTION** Officers of the Board shall be elected at the regular July meeting, their term of office to begin at the July meeting until the following July when new officers will be elected.

**OFFICERS:** Nominations for office shall be made from the floor.  
Officers shall be elected by a majority of votes cast by ballot.  
Term of office is for one year.

**DUTIES OF OFFICERS:** The president shall preside at all meetings, call special meetings, appoint committees, work closely with the librarian in such matters as preparation of agendas, and serve as an ex-officio member of committees.

The vice president shall perform all the duties of the president in his/her absence.

The recording secretary shall keep minutes of the meetings in a neat and permanent manner, use both the given and the surname of a person mentioned in the minutes, take the roll call and maintain the attendance record of board members, and maintain a record of the terms of service of board members. The recording secretary is responsible for having minutes of the previous meeting available in the event of absence.

**COMMITTEES:** The Board may establish such standing committees as it deems necessary.

**LIBRARIAN:** The librarian shall be an ex-officio member of the Library Board and shall attend all meetings of the board except executive sessions, unless his/her presence is required.

The librarian shall make a Library Report to the Board at board meetings.

The librarian is responsible for having the Library open to patrons at the posted hours.

**MEETINGS:** The library board meetings (day and time) will be set by the Library Board.

Special meetings of the Board may be called by the president upon the request of three board members for the transaction of only that business stated in the call for meeting.

**QUORUM:** A quorum for the transaction of business shall consist of three of the members of the Board.

**PARLIMENTARY AUTHORITY:** The rules contained in the most recent edition of *Robert's Rule of Order* shall govern the proceedings of meetings of the Board except in such cases as are governed by the bylaws of the Board.

**AMENDMENT:** These bylaws may be amended at any regular meeting by a two-thirds vote.

Revised completed on April 16, 2013. Revised on September 15, 2015.  
Revised on June 18, 2019.

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The Pilot Point Community Library board is an advisory board.

## **BYLAWS OF THE PILOT POINT COMMUNITY LIBRARY BOARD**

### **LIBRARY BOARD:**

The Library Board shall consist of five members. **ADD** Candidate names will be submitted for approval to the City Council. Four of these members shall be nominated and approved by the Board. One member shall be a City Councilman appointed Council. He/she shall be liaison between the Council and the Library Board for the purpose of establishing and maintain close communication and mutual understanding between the two groups. **Delete**

Each candidate for membership on the Board must receive by ballot the approval of a majority of three members of the Board. The candidate's name shall then be submitted for approval to the City Council at the next meeting of the Council following the candidate's selection by the Library Board. **Delete**

A board member is appointed for a term of two years, a year being the calendar year from July through June with the exception of the City Councilman which is a term of one year. **Delete**

**ADD** Each board member is appointed for a term of two years, a year being the calendar year from July through June. Positions will alternate years so there will be at least 2 returning members each July.

If a vacancy occurs on the Board, applications will be accepted and submitted to the City Council for approval. The newly appointed board member will serve out the unexpired term of the vacant position.

it shall be filled no later than the second board meeting after the resignation of a member, the selection to be approved by the City Council. In order to fill a resigning member's unexpired term, the president shall appoint with the approval of the Board and the City Council, a qualified person to serve until the next July. **Delete**

That person may then be a candidate for a two-year term as a board member.

When a member of the Board misses three consecutive board meetings, that member will be removed automatically and his/her place filled according to the above procedure for filling a vacancy.

At the time of coming onto the Board, each member is to receive a copy of the bylaws and a copy of the *Public Library Advisory Board Handbook*, both items to be returned to the librarian when the member leaves the Board.

OFFICERS: Officers of the Board shall be as follows: President, Vice President, and Recording Secretary.

ELECTION OF Officers of the Board shall be elected at the regular ~~April~~ **change to July** meeting, their term of office to begin at the July meeting **ADD until the following July when new officers will be elected.**

OFFICERS: Nominations for office shall be made from the floor.

Officers shall be elected by a majority of votes cast by ballot.

Term of office is ~~two years.~~ **change to for one year.**

DUTIES OF OFFICERS: The president shall preside at all meetings, call special meetings, appoint committees, work closely with the librarian in such matters as preparation of agendas, and serve as an ex-officio member of committees.

The vice president shall perform all the duties of the president in his/her absence.

The recording secretary shall keep minutes of the meetings in a neat and permanent manner, use both the given and the surname of a person mentioned in the minutes, take the roll call and maintain the attendance record of board members, and maintain a record of the terms of service of board members. The recording secretary is responsible for having minutes of the previous meeting available in the event of absence.

COMMITTEES: The Board may establish such standing committees as it deems necessary.



**LIBRARIAN:** The librarian shall be an ex-officio member of the Library Board and shall attend all meetings of the board except executive sessions, unless his/her presence is required.

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**QUORUM:** A quorum for the transaction of business shall consist of three of the members of the Board.

**PARLIMENTARY AUTHORITY:** The rules contained in the most recent edition of *Robert's Rule of Order* shall govern the proceedings of meetings of the Board except in such cases as are governed by the bylaws of the Board.

**AMENDMENT:** These bylaws may be amended at any regular meeting by a two-thirds vote, provided the amendment has been presented at a previous meeting, or they may be amended at a special meeting called that purpose, with the previous notice and two-thirds vote. **Delete**

**ADD** These bylaws may be amended at any regular meeting by a two-thirds vote.

Revised completed on April 16, 2013. Revised on September 15, 2015.

# PILOT POINT COMMUNITY LIBRARY LIBRARY REPORT

## STATISTICS TOTALS

**MAY 2019**

• Cards Issued to New Patrons	21
• Patron Gate Count/Visits to Library	1,413
• Library Items Borrowed	1,337
• Computer & Wi-Fi Sessions in the Library	186
• Staff-Assisted/Questions Answered	
○ Reference	303
○ Computers/Technology	95
• Programming – Total Programs –16	
○ Yarn Buddies – 4	18
○ Yoga for Adults – 5	14
○ Game Day – 2	5
○ Outreach Programs	
▪ Countryside Nursing Home - 1	
• M&M	15
▪ Boots & Bows Preschool – 2	32
▪ PPISD Extended Day – 1	8
▪ DIA – 1	45
• Book-a-Librarian Appointments	11
• ILLs	3
• Volunteer Hours	24
• Educational Exams Proctored to Residents	0

## FINANCIAL TOTALS

• Fines and Fees Collected	\$ 334.91
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## LIBRARY NEWS

- The mural on the south side of the Library is complete. The Word Machine was sponsored by the Friends of the Library, PointBank and Independent Bank.

## PROGRAMS

- Logs for this summer's reading program, "**A Universe of Stories**" are now available to be picked. The 2019 summer reading program is for children of all ages. Their goal is to read their age in hours (ex: 9 years old=read 9 hours). The program runs through June and July. The first day completed logs can be returned is June 18<sup>th</sup> and August 3<sup>rd</sup> is the

last day completed logs can be turned in to the Library. Once a child has completed their goal, they will receive a free book and a “reward bag” with prizes.

- Children who complete additional reading logs will have their name entered in a drawing for fun prizes.

### **Active Tuesdays – 10 a.m.**

For preschoolers and caregivers.

June 18<sup>th</sup>            Music & Movement  
June 25<sup>th</sup>            Storytime Yoga  
*No programs during the 4<sup>th</sup> of July week*  
July 9<sup>th</sup>              Music & Movement  
July 16<sup>th</sup>             Storytime Yoga  
July 23<sup>rd</sup>             Music & Movement  
July 30<sup>th</sup>             Storytime Yoga

### **Family Wednesdays – 10 a.m.**

June 19<sup>th</sup>    Bubble Storytime—Old City Park  
June 26<sup>th</sup>    Safety First—PP Fire & Police  
*No programs during the week of July 4<sup>th</sup>*  
July 10<sup>th</sup>    **Teddy Alien (Registration Required)**  
July 17<sup>th</sup>    Rocket Footprint  
July 24<sup>th</sup>    ARoo4u

### **Teen/Tweens Thursday – 2 p.m.**

For 12 years old and older

Thursday, June 20<sup>th</sup>    Marvel Movie Trivia  
Thursday, August 1<sup>st</sup>    **Outer Space Escape Room**  
**Registration Required**

### **Family Movie Fridays – 2 p.m.**

June 21<sup>st</sup>    An American Tail  
June 28<sup>th</sup>    An American Tail: Fievel Goes West  
  
July 5<sup>th</sup>      Walt Disney’s Hercules  
July 12<sup>th</sup>    The Hunchback of Notre Dame  
July 19<sup>th</sup>    Aladdin  
July 26<sup>th</sup>    Over the Hedge

August 9<sup>th</sup>            Dr. Seuss: The Lorax  
August 16<sup>th</sup>          Chicken Run

### **Saturday Game Days - 9:30 a.m. to 1:30 p.m.**

June 22<sup>nd</sup>  
July 6<sup>th</sup> and 20<sup>th</sup>  
August 3<sup>rd</sup> and 17<sup>th</sup>

**Adult Programs**

**\*Registration is Required for the following Adult programs**

\*Rainwater Harvesting

Friday, June 21st at 2 p.m.

\*Stop the Bleed—PP Fire Dept.

Friday, July 19th at 2 p.m.

**Weekly Adult Programs**

Yarn Buddies                      Thursdays at 11:30 a.m.

Beginning Adult Yoga      Fridays at 9 a.m.