

## AGENDA

### ZULA B. WYLIE PUBLIC LIBRARY BOARD Thursday, April 30, 2020 7:00 pm

- I. Call meeting to order.
- II. Approve minutes from January 2020 and February 2020 meeting.
- III. Status Report on Library Operations.
  - COVID-19 Operational Procedures
  - Library staffing
- IV. Friends Report.
- V. Adjourn.

I certify that the above copies of notice were posted at the Zula B. Wylie Public Library and Cedar Hill Government Center in accordance with the Texas Open Meetings Act on the 17<sup>th</sup> of January 2020.

*Correne Constantino*

Correne Constantino, Library Executive Secretary

### **SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE**

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Zula B. Wylie Public Library Board for the City of Cedar Hill, Texas will conduct a Meeting by telephone conference at 7:00pm April 30, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. This is an open meeting conducted by telephone conference. There will be no public access to a physical location.

To submit public comments, visit [cedarhilltx.com](http://cedarhilltx.com). All public comments submitted by 4pm on April 30, 2020 will be provided to the board members and entered into record for the meeting.

#### Public access to the meeting:

Via phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247  
Meeting ID#: 237-931-969  
Passcode: 104050

A recording of the telephonic meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

This written notice, the meeting agenda and the agenda packet are posted online at [www.cedarhilltx.com](http://www.cedarhilltx.com)

**MEETING OF THE  
ZULA B. WYLIE PUBLIC LIBRARY BOARD  
MINUTES  
Thursday, January 23, 2020  
7:00pm**

The Zula B. Wylie Public Library Board met Thursday, January 23, 2020, at 7:00 p.m. in the meeting room at the Zula B. Wylie Public Library.

**Library Board Members Present:** Vice-President Mary Sadousky, Dennis Brock, Lee Ruth Bryant, Jackie Moore, Mary White and ex-officio members Lisa Cerovsky, Jazmine James, and Kenneth Prettol.

**Library Board Members Absent:** President Christine Benson, Elaine Cook, Traphene Hickman, and ex-officio Janette Mehl

**Library Staff Present:** Manager of Library Services Aranda Bell, Executive Administrative Assistant Correne Constantino

**I. Call the meeting to order.**

The meeting was called to order by Vice-President Mary Sadousky at 7:01 p.m.

**II. Approve minutes from November 21, 2019 meeting.**

Mary White moved to accept the minutes with a second by Lee Ruth Bryant. All approved the motion.

**III. Citizens Forum.**

No citizens spoke at Citizens Forum.

**IV. Status Report on Library Operations.**

- **Review of Programs and Statistics for November and December**

Ms. Bell began by sharing her gratitude for everyone's participation and contribution toward the success of the library during the past year: 2019. Ms. Bell briefly reviewed the programs and events held in November & December. There was a brief discussion about the tremendous growth in popularity of many of our

programs and the options for the future when there are large numbers of participants.

- **Upcoming Programs**

Ms. Bell reviewed the calendar of proposed events being planned for January and February. One of our largest events, the Martin Luther King Community Celebration and Peach March will be Sunday, January 26<sup>th</sup> at the Government Center. There are many events taking place in the next month including AARP Tax Prep services, Black History Night Celebration, City-wide Boards & Commission Appreciation dinner.

- **Building Issues**

Ms. Bell shared with the Board that reorganization of space within the staff-area will be taking place within the next few months. New workspace will be created and will lend itself to better efficiency, productivity, and premier customer service.

- **Report of Memorandum of Understanding between the City of Cedar Hill and the Cedar Hill Museum of History**

Ms. Bell reviewed Memorandum of Understanding with Board. There was discussion about size and storage needs of the museum as well as details on the terms (time and cost) of the agreement. Ms. Bell assured everyone that more info will be available as we move forward. Jackie Moore will be the liaison for the Cedar Hill Museum of History.

- **Library Staff**

Ms. Bell informed the Board that the position of Executive Administrative Assistant has been filled by Correne Constantino (former LSR). The position of for a new LSR (Library Services Representative) will be posted. All welcomed Ms. Constantino into the position.

## **V. Library Friends Report**

Lee Ruth Bryant, gave a brief financial report. Ms. Bryant and the Board briefly discussed the plans for upcoming events, the desire to focus more on books and promoting learning. The Friends are also working to update their website.

## **VI. Adjourn.**

Mary Sadousky moved to adjourn at 8:07 pm, second by Jackie Moore. Motion was approved by all.

Respectfully submitted,

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Correne Constantino, Executive Administrative Assistant

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Christine Benson, Library Board President

## ZULA B. WYLIE PUBLIC LIBRARY 2019-2020 BOARD ATTENDANCE

Member		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
	Term Expires												
Benson, Christine	2020	P	P	P	P								
Brock, Dennis	2021	P	P	P	P								
Bryant, Lee Ruth	2021	P	P	P	P								
Cook, Elaine	2021	P	A	P	P								
Cummings, Latasha	2020	P	A	A	P								
Hickman, Traphene	2020	A	A	A	P								
Moore, Jackie	2020	P	A	A	P								
Sadousky, Mary	2021	P	P	P	P								
White, Mary	2020	A	P	P	P								
Cerovsky, Lisa (ex officio)	2020	P	P	P	P								
James, Jazmine (ex officio)	2020	P	P	P	A								
Mehl, Janette (ex officio)	2020	P	P	P	P								
Prettol, Kenneth (ex officio)	2020	P	P	P	P								