MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
North Branch Library – March 13, 2023

After determining that a quorum was present, the Denton Public Library Board convened on Monday, March 13, at 5:30 p.m. The meeting was held at the North Branch Library at 3020 N. Locust, Denton, Texas. Chair Ling Jeng, Vice-Chair Dallas Guill, and Members Jean Greenlaw, Sandy Swan, Laura Cantu, Jamie Taylor were in attendance.

PRESENT: Ling Jeng, Jean Greenlaw, Sandy Swan, Laura Cantu, Jamie Taylor, and Dallas Guill
ABSENT: Cleopatra Birckbichler
STAFF PRESENT: Jennifer Bekker, Cynthia Carter
GUESTS: Marissa, community member

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

NONE

2. ITEMS FOR CONSIDERATION

A. LB23-017 Consider approval of the minutes of February 13, 2023.

The Board accepted and approved minutes of the February 13, 2023, meeting. Jean Greenlaw motioned for approval, Sandy Swan seconded, all in favor.

B. LB23-018 The Board received an informational report regarding the Friends of the Denton Public Libraries.

- There have been no changes since the last Library Board meeting.

C. LB23-019 The Board received an informational report regarding the Emily Fowler Library Foundation.

- There have been no changes since the last Library Board meeting.
- A spring meeting date is still being selected. New meeting date options are in April.

D. LB23-020 The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- Teen Room Policy – Sandy Swan motioned, Dallas Guill seconded, all in favor
- Reevaluation of Materials Policy – Sandy Swan motioned, Jean Greenlaw seconded, all in favor

- DPL2Go Outreach Services Policy *New* – Jamie Taylor motioned, Dallas Guill seconded, all in favor
- Study Room Policy *New* – Jean Greenlaw motioned, Sandy Swan seconded, all in favor

E. LB23-021

The Board received a report, held a discussion, and give staff direction regarding:

National Library Week Proclamation - National Library Week is April 23-29, 2023. The annual celebration highlights the role libraries and library workers play to enrich and empower communities. In addition to social media campaigns, the library will submit a proclamation that would be read by the Mayor at the April 18, 2023 City Council meeting. A National Library Week Proclamation draft is attached. Library staff seeks recommendations regarding the proclamation.

Grogu "Baby Yoda" Cards – New Grogu, aka Baby Yoda, library card designs are now available at all library branches. May Beth Everett, Library Assistant II at North Branch, created nine felted Grogu figures as prizes to promote the new card designs. Each branch has three felted figures that they will give away to lucky patrons who select the Grogu card designs when getting a new card or replacing their old card.

Strategic Plan Update - Library staff have begun work on several 2023 Library Strategic Plan Action Items. A draft of an online dashboard to track progress has been developed. Library staff are currently developing timelines and benchmarks for each action item. Once those are added to the dashboard, it will be made available on the library website for public review.

FY 23/24 Budget Planning – The Library is planning for the next fiscal year budget. The department anticipates asking for funding in the library budgets for the following:

- 3 new part-time positions (1.5 FTEs) - 1 new part-time Library Assistant III to support library technology, 1 new part-time Library Assistant II for South Branch, 1 new part-time Library Assistant II for Emily Fowler Central Library
- 1 position reclassification (.5 FTE) - reclassifying one current part-time Library Assistant II position to a full-time Library Assistant II position.
- Municipal Archive move-costs for mover services, removal of built-in furniture, new furniture for archival storage and processing.

In addition, due to growth of programs, inflation, and new staff needing professional development, the library is asking for small funding increases

(under $5,000) for supplies, printing, professional travel to attend conferences, and database/online resources. The department has also submitted two Capital Improvement Project requests.

- Annual funding to replace library furniture and equipment
- North Branch Library facility improvements

Library Material Processing and Cataloging – In 2021, the library switched vendor processing and cataloging profiles to a custom processing and cataloging solution for print materials. The custom processing and cataloging was needed to outsource steps in preparing materials for checkout as the library did not have adequate Technical Services staffing at the time. Unfortunately, the custom solution caused extensive delays in receiving materials. With the new Cataloging Librarian position added at the end of 2022, the library has switched back to basic catalog records that can be customized by the cataloging librarian and retaining material processing profiles to allow the vendor to add property stamp, barcode, spine label, and a programmed RFID tag in each item. This change should allow materials to be delivered in a more expedient timeframe.

3. CONCLUDING ITEMS None.

The Meeting adjourned at 6:10 p.m.

Ling Jeng, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: 4/10/23