MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
South Branch Library – January 8, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, January 8, at 5:30 p.m. The meeting was held at the South Branch Library at 3228 Teasley Lane, Denton, Texas. Chair Ling Jeng, Vice-Chair Dallas Guill, and Members Eva Poole, Jamie Taylor, Sandy Swan, Jean Greenlaw were in attendance.

PRESENT: Ling Jeng, Eva Poole, Jamie Taylor, Sandy Swan, Jean Greenlaw, and Dallas Guill
ABSENT:
STAFF PRESENT: Jennifer Bekker, Rachel Reeves, Cynthia Carter
GUESTS:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None.

2. ITEMS FOR CONSIDERATION

A. LB24-001 Received nominations and elected the 2024 Chair and Vice-Chair for the Library Advisory Board:

- Eva Poole, Chair
- Jamie Taylor, Vice-Chair

B. LB24-002 Library Board Chair, Eva Poole, asked for volunteers and appointed two members to serve as liaison to:

- The Friends of the Denton Public Libraries Executive Board – Sandy Swan
- The Emily Fowler Library Foundation Board – Ling Jeng
- Chair Eva Poole confirmed, all in favor

C. LB24-003 Received and discussed the proposed 2024 Library Advisory Board meeting schedule.

- Dallas Guill noted the November 2024 meeting date, the second Monday of the month, was a holiday.
- Members agreed to cancel the November 2024 meeting
- Sandy Swan motioned to adopt the amended meeting schedule, Jean Greenlaw seconded, all in favor.

D. LB24-009 Consider approval of the minutes of November 13, 2023. Sandy Swan motioned, Jaime Taylor and Dallas Guill seconded in unison, all in favor.

E. LB24-004 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.

F. LB24-005 The Board received an informational report regarding the Emily Fowler Library Foundation.

Foundation Trustees met Friday, November 17, 2023 to discuss spring fundraising activities and future plans. A quorum was not met, but Trustees voted on three items via e-mail after the meeting. Items were approved (4-0).

- Approved the proposition to change the UMB checking account from a personal account to a business account.
- Approved the proposition to allow use of up to $500 from the Foundation's UMB checking account to hire a graphic designer to design a logo for the Emily Fowler Library Foundation.
- Approved the proposition to allow up to $370 from the Foundations UMB checking account for a EFLF website (up to $20 for annual domain name fee and up to $350 for annual fee for web hosting on Square Space).

G. LB24-006 The Board received a report, held a discussion, and gave staff direction regarding a Customer Request for Reevaluation of Materials.

- A Request for Reevaluation of Materials form for the book, *Let's Talk About It: The Teen's Guide to Sex, Relationships, and Being a Human* by Erika Moen and Matthew Nolan was received on October 23, 2023. The Library Board was notified of the reevaluation request at the November 13, 2023 Library Board meeting. The Reevaluation of Materials Committee was notified of the request upon receipt and has completed its review and recommendation to the Director of Libraries.
- Library staff requested Library Board input regarding the complaint. The Board approved the recommendation by the Reevaluation of Materials Committee. Jean Greenlaw motioned, Sandy Swan seconded, all in favor.

H. LB24-007 The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- *Exhibit Policy*
- *Gift Policy*
- *Study Room Policy*
- The Board reviewed and approved the revision of all three policies. Sandy Swan motioned, Jamie Taylor seconded, all in favor.

I. LB24-010 The Board received a report, held a discussion, and gave staff direction regarding the library's 2024 Winter/Spring Classes & Events.

- The proposed draft includes proposed programs for January-April 2024. The December 11, 2023 Library Board meeting was canceled, but Board members were provided with the proposed 2024 Winter/Spring Classes and Events via e-mail and asked to share concerns prior to the printing deadline. No concerns were submitted, and it was sent to print.
- Jamie Taylor motioned, Ling Jeng seconded, all in favor.

J. LB24-008 The Board received a report, held a discussion, and gave staff direction regarding:

2024 Staff Development Day Training - The library will hold its annual Staff Development Training Day on Friday, January 19, 2024. All library facilities will be closed to the public that day. It is the one day each year when library staff members from all locations come together for team building and training. This year's agenda includes fire extinguisher and ladder safety training from the City's Safety Department, smartphone photography instruction to take marketing photos of library activities, introduction of a departmental technology help ticket system, a review of the donations process, library policy/procedures/history trivia, updates about the library's strategic plan, facility maintenance and improvements, and a visit from members of the City Manager's Office to talk about City goals and initiatives.

2024 Library Closure Schedule – internal use schedule, informational submission

2023 Bond Project Schedule – The projects from the 2023 Bond Election have been given a preliminary schedule. Due to the planned construction of Ryan Road, the South Branch project will be one of the last projects, anticipated to begin design in FY26/27 and with construction taking place in FY27/28 and FY28/29. If the Ryan Road construction is completed earlier, the library project will begin earlier. The schedule is reviewed by City Administration and the Bond Review Committee quarterly.

Strategic Plan Update – The library is finalizing a few outstanding 2023 Strategic Plan Action Items in January and February. The 2024 Strategic Plan Action Items have been entered into the strategic plan software and the online dashboard has been updated.

North Branch Facility Maintenance Projects – North Branch facility maintenance projects will kick off on January 15. The first project is to replace the wooden moveable wall by the public restrooms as the wall is no longer moveable and replace the heavy glass doors leading from the

foyer into the library space. The glass doors will be replaced with a pull-down gate. A garage door that remained from the library's reconstruction from a Food Lion grocery store to a Library will also be removed. These projects are expected to take three weeks and will be done in phases to minimize public inconvenience. Vendors are being selected for additional projects such as flooring, light fixture, and roof replacement, painting, and electrical work. Some rearranging of shelving, computer stations, and public seating will occur during the projects also. The total facility maintenance plans are expected to continue through the spring and summer of 2024.

hoopla® Circulation Rates - The library's hoopla® digital content use has increased to the point that daily check out limits are met before 7 a.m. The service is a pay-per-use access model, with all content from publishers and studios available for check out. Check out charges range from $0.49 to $2.99 per item. Audiobooks tend to be in the $1.99-$2.99 price range and account for the majority of checkouts by Denton Public Library users. Currently, patrons are able to check out up to 5 items per month with the service. Most users only check out one item per month, but some do check out 5 items. The library allocates approximately $100,000 for hoopla® services annually. The library is looking at options to market cloudLibrary™ digital content as an alternative for e-books and digital audiobooks. The library may need to reduce the monthly check out limit from 5 to 4 or 3 to allow additional users to access materials.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:22p.m.

Eva Poole, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: 2/13/24